



# Mercer County Job Announcement

Dan Benson, County Executive | Board of County Commissioners

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## PLANNING DIRECTOR

The Mercer County Planning Director is responsible for the oversight of the Planning Department including providing leadership and direction to the entire Department. The director ensures that the activities of the department are managed in an economical and effective manner. County planning responsibilities include land development review, mobility, water (stormwater and wastewater), open space and farmland preservation, sustainability, and state plan, among other activities. The Director is a Cabinet level position, reporting to the County Executive.

## EXAMPLES OF DUTIES

**(The list is not inclusive, and the position may require duties not listed, if necessary, to accomplish the work of the Department)**

- Plans, directs, administers, and supervises the daily operations of the Department, ensuring the effective and efficient delivery of planning services to the County. Ensures departmental compliance with all applicable policies, procedures, laws, and regulations.
- Prepares the annual operating budget and capital budget requests, manages the budget, ensuring cost control and expenses are in alignment with budget.
- Manages expenditures from the County's Open Space Preservation Trust Fund in accordance with the priorities set by the administration.
- Engages with representatives of state departments, federal agencies, engineering firms, boards, committees, NGOs, land conservancies, and others on planning related issues.
- Prepares and implements strategic goals and performance targets for the department which support the organization in achieving its strategic plan and builds and maintains a culture that embraces the County's mission, vision and values. Anticipates and plans for resources needed to meet performance targets; analyzes reports to evaluate and improve the performance of areas of responsibility.
- Directs the overall planning programs, including such activities as comprehensive plans, transportation plans, land development regulations, wastewater plans, sustainability plans, farmland and open space preservation plans and resulting planning efforts.
- Has knowledge of the principles of personnel management, including supervision, training, and performance evaluation. Acts on employee issues, including promotions, transfers, or discipline. Supervises a team and manages the performance of individuals through ongoing coaching, feedback and development to motivate, engage and drive a high performing team.
- Directs the preparation, assembly, and distribution of agenda packets for the County Planning Board, Agricultural Development Board, and Open Space Preservation Board and ensures the ongoing management of each boards' responsibilities.

- Consults and coordinates with municipalities to facilitate regional planning and to influence local land development decision making.
- Prepares and revises the master plans and the rules and regulations governing subdivisions and site plans as required, in accordance with the New Jersey County Planning Act.
- Administers procurement processes including grants RFP/RFQs, and hiring of consultants, following county and state contract law and processes.
- At the County Executive's direction, represents the County on the Delaware Valley Regional Planning Commission Board, County Planning Board, and County Open Space Preservation Board, and elsewhere as may be required.
- Acts as liaison to non-profit organizations and regional planning agencies such as the Lawrence Hopewell Trail, etc. or assigns these roles to staff.

## **Minimum Qualification Requirements**

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of planning principles and practices; the New Jersey Municipal Land Use Law, the New Jersey County Planning Act, and the development review process; Knowledge of interpretation of law as it relates to land use and planning.
- Knowledge of legal, fiscal, environmental, and social determinants of community planning and development.
- Experience with land preservation, New Jersey Green Acres, and New Jersey State Agriculture Development Committee processes preferred.
- Ability to prioritize daily work, including planning and creating schedules based on staff availability and priority of work involved.
- Ability to conceptualize, plan, and manage multiple projects or tasks.
- Has effective and persuasive leadership and is comfortable with all levels of staff, public and others.
- Has strong written and oral communication skills, including editing, oversight or preparation of technical reports, and the presentation of information to government entities and various committees.
- Must have strong organizational, problem solving and negotiation skills. And must have the ability to exercise sound and independent judgement within general policy guidelines.
- Has knowledge of computer applications including Microsoft Office, Adobe Acrobat, and ArcGIS.

### **REQUIREMENTS**

Possession of a bachelor's degree from an accredited college or university **AND** six (6) years of experience in an executive position with a planning or zoning agency of a county, state or local government. Six years of relevant professional experience in the private sector may be taken into consideration on a case-by-case basis. Master's degree in planning, urban design, public administration, or related field preferred.

Note: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

**OR**

Ten or more years in planning with experience in writing, preparing recommendations, public speaking, long range planning activities; at least two years in a supervisory role; and AICP or New Jersey Professional Planners License (PP) certification. Additional certifications (such as CFM or PE) are also considered.

**LICENSES:**

Must possess a valid state driver's license.

**TO APPLY:**

Send resume and cover letter to: Alejandra M. Silva, Deputy Personnel Director,  
Mercer County Administration Building, 640 South Broad Street, PO Box 8068, Trenton, NJ  
08650-0068 or via e-mail to [personnel@mercercounty.org](mailto:personnel@mercercounty.org).