

## Director of Planning

### Apply

- **Type:**Full Time
- **Salary/Pay Rate:**TBD

Engineering and Planning Department  
Full Time, 40 Hours/Week, Exempt

### Position Summary

Plans and directs the current and long-range planning operations of the County Planning Board including total organization management, supervision of five sections of staff members. The position has direct responsibility for the operation, budgeting, signing of legal instruments and general functioning of the Planning Division and its administration. Responsible for negotiating complex developer and municipal-county policy agreements, grant administration and supervising professional staff assigned various Boards, Commissions and Councils. The position represents the County as various Boards and Commissions. Provides technical and policy guidance to municipal and other planning partners to advance County policies and objectives. Interact with State and Regional agencies and Commissions as well elected officials at all levels of government.

### Essential Functions

1. Advises the Somerset County Planning Board and Board of County Commissioners on major planning issues affecting the County and translates with the overall policy decisions set by the respective Board(s) into individual and collective staff work activities.
2. Responsible for the daily overall operations of the planning division, managing the administrative and support activities, assuring the execution of office policy and specific work tasks to ensure efficient operation of the Planning Board, Energy County, Regional Center Partnership and other Boards/Commission/Committees and groups supported by the Planning Division.
3. Oversees and performs the major managerial functions including hiring, terminations and promoting; committing to operating expenditures; negotiating terms of professional service contracts.
4. Develops a comprehensive work program in the areas of land use, transportation, environment, development review, housing/demographics, utilities, and any other strategic area that affects the County, supervising the four section and the implementation of planning projects, to achieve the desired program objectives.
5. Responsible for the preparation and implementation of the County Investment Framework and County Master Plan and related plan elements in accordance with RS 40:11, making necessary recommendations and supervising staff in developing revisions, and reviewing Municipal Land Use plans for conformance to the County Plan to carry out sound land use and economic development.

6. Negotiates the terms and conditions of major development agreements and joint policy memorandums of understanding with municipalities, adjacent counties and state agencies covering contributions to County Road/drainage facilities and sets up monitoring procedures to ensure compliance.
7. Develops procedures and requirements for land development in the County under the jurisdiction of the Planning Board and supervises the review of subdivisions and site plans based on adopted criteria.
8. Manages County input into the State Development and Redevelopment Plan and State Agency Strategic Plans aimed at advancing the interests of the County and ensuring consistent planning at local, county and state levels to the highest degree possible.
9. Assigns and supervises the collection of population and economic development data, the projection of area growth trends, and the preparation of reports dealing with County development.
10. Serves as Alternate Voting member to North Jersey Transportation Planning Authority, directing the submission and implementation of the annual Subregional Transportation Program grant, and ensuring receipt of state aid and federal transportation monies, subregional planning/technical grants funds.
11. Participates in the County Capital Budget process, in accordance with RS 40:29-11 as required, to review major capital expenditures for conformance with the County Master Plan.
12. Provides advice to County and Planning Board Counsels on planning and development matters, gives oral and written depositions, and appears in court as an expert witness on civil litigation involving various County planning projects to protect the County's interest.
13. Interacts with legislators and key state officials, providing input and keeping abreast of pertinent state and federal regulations and new programs, to help develop and advance County positions.
14. Establishes and maintains effective working relationships, primarily with local governing officials, planners, authorities, citizen and nonprofit groups, business community and the general public, through the creation and implementation of a public outreach program to better plan and carry out County's policies.
15. Confers with the Board of County Commissioners and County Administration on major planning and preservation policies, including researching and preparing special reports as requested for Board's consideration and policy decisions.
16. Responsible for the review of Municipal Zoning Ordinances and for the maintenance of the official file documents to coordinate municipal ordinances with adopted county policies/programs and ensure public access of records.
17. Reviews and makes recommendations on affordable housing policies and directs the preparation of other housing reports and studies.

18. Contributes time and information to the professional development of subordinates and to the refinement of existing techniques and procedures within the office by expanding the staff's know-how, problem solving and team building skills.

19. Performs other duties as assigned by the Director of Engineering and Planning.

### **Essential Qualifications**

- Position requires a bachelor's degree from an accredited college in planning, public administration, political science, geography economics or related field;
- Minimum of 10-12 years of experience in a public or private planning office with at least eight years of supervisory experience in local and regional planning; and/or any combination of education, training and experience. A master's degree may substitute for 2 years of experience.
- Knowledge of a wide array of planning, land development and real estate development methods and theories to organize, develop and implement a comprehensive planning and economic development program.
- Knowledge of municipal, county and state regulatory and permit programs.
- Also requires knowledge of personnel supervision and management practices and active human relations skills in dealing with the public, governing officials, technical people and subordinates.
- Must be a licensed State of New Jersey Professional Planner.

### **Preferred Qualifications**

- Knowledge of County Government structure, policies, and procedures.
- Membership in the American Institute of Certified Planners and active participation in other related professional organizations or trade associations.
- Economic development experience.