

**Please Post**  
22 June, 2016  
**NOTICE OF VACANCY**

TITLE: Senior Planning Aide

JOB STATUS: Full time, 40 hours/week

LOCATION: One Spring Street, Newton, NJ 07860

DEPARTMENT/DIVISION: Department of Engineering & Planning  
Division of Planning

DATE OF VACANCY: Immediately

SALARY RANGE: \$34,922 to \$62,328

CLOSING DATE FOR APPLICATIONS: July 2, 2016

TENTATIVE START DATE: To be determined

**MINIMUM REQUIREMENTS:**

**EXPERIENCE:**

One (1) year of experience in performing field and office tasks involved in preparing and conducting planning surveys, collecting and compiling data, and transposing statistical data into visual form.

**NOTE:**

Satisfactory completion of thirty (30) semester hour credits in planning course work at an accredited college or university may be substituted for the required experience.

**LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**JOB DUTIES:**

Under direction, performs the more difficult subprofessional field and office planning work involved in preparing and making planning surveys, collecting and compiling data, various support tasks involving farmland preservation and open space programs, support of land use and land development initiatives, support for transportation planning tasks, assisting in transposing statistical data into visual form; does related work as required.

***RETURN COMPLETED APPLICATIONS (or RESUME) TO***

(Standard County Application Form is located at the following address or [www.sussex.nj.us](http://www.sussex.nj.us)):

COUNTY OF SUSSEX  
Sussex County Administrative Center  
Office of Employee Services  
One Spring Street  
Newton, NJ 07860