

Please Post

May 1, 2023

NOTICE OF VACANCY

TITLE: **PLANNER TRAINEE**

JOB STATUS: Full Time – 40 Hours/Week

DEPARTMENT/DIVISION: Engineering and Planning
Planning & Economic Development

STARTING SALARY: \$48,058 (CWA 11, 0003)

CLOSING DATE: Until Filled

START DATE: To Be Determined

JOB DUTIES:

This Planner Trainee position will primarily be responsible for processing county land development applications and providing general administrative support to various boards and committees. The position will have substantial interaction with the public, professionals, and local officials, including answering questions in person and over the telephone.

Required Skills/Abilities:

- Exceptional organization and writing skills, ability to communicate with various professionals and members of the public, and strong computer skills preferably in the use of Microsoft Office.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills and ability to prioritize tasks.
- Working knowledge of ESRI GIS system.
- Ability to read and understand land surveys, site plans, and maps.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduation from an accredited college with a Bachelor's degree including or supplemented by twenty-one semester hour credits in professional planning subjects such as the principles of land use planning, history of city planning, planning project design and planning law and administration.

NOTE: A valid license as a Professional Planner issued by the New Jersey State Board of Professional Planners may be substituted for the education requirement.

NOTE: Possession of a current and valid credential as a Certified Planner issued by the American Institute of Certified Planners (AICP) may be substituted for the educational requirement.

LICENSE:

Appointee 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.

RETURN COMPLETED APPLICATIONS AND RESUME TO:

(Standard County Application Form is located at the following address or www.sussex.nj.us)

Office of Employee Services
Sussex County Administrative Center
One Spring Street
Newton NJ 07860

Email: employeeservices@sussex.nj.us

Fax: 973.579.0355

The County of Sussex provides Equal Employment Opportunities to all applicants regardless of race, creed, color, ancestry, sex, age, disability, marital status, national origin, atypical, hereditary, cellular or blood trait, or on the basis of affectional or sexual orientation.