

Assistant Planning/Zoning Officer

Annual Salary \$55,000.00

Please submit application and resume to the Twp of Edison HR Dept., 100 Municipal Blvd., Edison NJ 08817 on or before May 21, 2018.

Under direction, performs routine professional planning work involved in the development of a master, functional, or project plan which is intended primarily to guide government policy for the assurance of the orderly and coordinated development of municipal, county, regional, and metropolitan land areas or positions thereof; does other related duties.

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

Examples of Work:

Surveys an area and gathers information on the people living there (income, employment, how many in each residence, and their relationship).

Organizes and prepares information and statistical data in factual reports.

Prepares visual aids (charts, maps, and so forth) to use in presenting information to a community.

Performs preliminary analysis and prepares or assists in preparing reports on planning matters.

Reviews, analyzes, interprets, and transposes statistical data of various complexity into forms useful in the development and preparation of tables, charts, and maps.

Prepares maps representing existing and proposed land use and other data for submission or presentation to the state, municipality, or county agencies.

Designs and prepares charts representing economic conditions within the state, municipality, or county.

Aids with the work involved in developing local, regional, and state-wide planning projects which involve the consideration of highway systems, railroads, airports, facilities, industrial and residential areas, water supplies and sewage systems, and population concentrations.

Performs routine technical work which entails data gathering, research, field studies, surveys, and interviewing local officials involved in preparing graphic and written

presentations; for example, maps, graphs and charts, tables of raw data, comparisons of populations, formal reports of solutions developed for particular planning problems using data gathering, interviewing techniques, and knowledge of map, chart, and graph development.

Aids with the review, interpretation, and transposition of statistical data (for example, raw planning data on housing population, transportation, land use) into forms suitable for preparation of maps and charts by determining type of pictorial display needed, size, material, and lettering styles using knowledge of basic statistics and cartographics.

Aids with the work (research, analyzing statistical data, preparing maps and charts) involved in development of local and regional planning which takes into consideration existing and future land uses, housing, utilities, environment, and transportation uses which will result in overall goals for the jurisdiction using knowledge of land use planning.

Deals with the public by providing planning and zoning information by telephone or through correspondence (for example, census data, population data) using in-house data, knowledge of planning, and interpersonal relationship skills, and on occasion works with advisory committees serving as a staff member.

Prepares drafts of reports concerning all aspects of planning by gathering data, analyzing data to make recommendations, and presents analyses of two or three alternatives as part of the report.

Requirements:

Graduation from an accredited college or university with a Bachelor's degree including twenty-one (21) semester hours credits in professional planning subjects such as the principles of land use planning, history of city planning, planning project design, planning law, and administration.

One (1) year of experience in municipal, county, regional, or state planning.

Note: Possession of a current, valid license as a Professional Planner in New Jersey issued by the State Board of Professional Planners may be substituted for the education requirement.

Note: Possession of a Master's degree in Planning from an accredited college or university may be substituted for the experience requirement.

Knowledge and Abilities:

Knowledge of concepts, principles, and techniques of community planning as well as problems involved in planning work.

Knowledge of planning problems presented by population densities and by shifts in population and the attendant demands for utility services of all kinds and other community services.

Knowledge of principles and techniques of drafting and preparation of large scale maps.

Knowledge of statistical procedures and devices and of methods and procedures used in transposing statistical data into visible form.

Knowledge of and familiarity with techniques used in graphic art activities.

Ability to use analytical methods and tools.

Ability to analyze planning problems, to identify and define planning goals and objectives.

Ability to evaluate programs and measures used to implement them.

Ability to express ideas orally, in writing, or by means of graphics and sketches.

Ability to deal tactfully and diplomatically with others.

Ability to function under pressures such as time limitations or intense public interest.

Ability to work with others on a team.

Ability to analyze and interpret drafting, designing, and planning problems, organize assigned work, and develop effective work methods.

Ability to review, interpret, and transpose statistical data of varied type in appropriate visual form for use in planning and publicity activities.

Ability to draw accurate maps and prepare illustrative charts.

Ability to maintain records and files.

Ability to comprehend, analyze, and interpret basic laws and regulations.

Ability to assign and instruct technical and other employees and review the performance of their work.

Ability to prepare and supervise the preparation of maps, charts, graphs, and plans.

Ability to provide professional advice and guidance on planning matters.

Ability to talk with officials and groups and to interpret the meaning of individual planning projects.

Ability to prepare correspondence in the course of official duties.

Ability to prepare clear, technically sound, accurate, and informative planning reports, studies, and surveys containing findings, conclusions, and recommendations.

Ability to supervise the maintenance of records, reports, maps, plans, and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

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