ASSISTANT PLANNING DIRECTOR

Description

The Passaic County Department of Planning and Economic Development is seeking an Assistant Planning Director. The Passaic County Department of Planning and Economic Development services a culturally, geographically, and socio-economically diverse population of more than 500,000 residents. The Department has a value-added approach to working with county departments and local municipalities to achieve multi-disciplinary planning strategies. The department has a reputation for progressive and innovative solutions that have warranted recognition at the state and national level and success advancing a Complete Streets Program, multiple phases of the Morris Canal Greenway, and several award-winning master plan elements.

The successful candidate for this position possesses and demonstrates a thorough understanding of a range of experience in multi-disciplinary planning that are integral to planning on the county level. This position involves direct contact with the Passaic County Board of Chosen Freeholders and Administration, local municipal staff and officials, state and federal agencies, funding partners, as well as local stakeholders and the public. The successful candidate must have extremely strong communication skills with outstanding analytical, presentation and writing skills. It is essential that the Assistant Director understand work program management to assist project managers and complete a core set of projects of their own.

Examples of Important Duties

Understand subject matter and planning principles that apply to the implementation of the Passaic County Master Plan including, but not limited to:

- Core goals of the Passaic County Master Plan elements and how they relate to various departmental activities, priorities, and opportunities for enhanced outcomes and efficiency;
- Preparing updates of the County Master Plan;
- Advancing transportation projects and administering various federal and state funding programs through the planning, design, and implementation process;
- Sustainability practices including applications of green stormwater infrastructure;
- Ability to maintain cooperative relationships with and comfortably lead conversations with other departments and non-professionals in an effort to promote and expand department services;
- Familiarity with statutes governing planning powers, particularly to assist with managing the County Planning Board;
- Parks and open space planning and how to effectively communicate planning goals to initiatives such as public health, enhanced mobility, and equity planning;
- Sensitivity to historic preservation in the planning process;
- Complete Streets standards and applications with an emphasis on bicycle and pedestrian design principles;
- Innovative public outreach and interagency coordination;
- Knowledge of current trends in planning and ability to apply the Internet of Things (IoT) and smart cities initiatives; and
- Familiarity with Enterprise GIS development and applications.

Coordinate elements of the Planning department work program including:

- Preparing an annual work program;
- Project management and scheduling;
- Developing scopes of work and preparing proposals for technical planning studies;
- Program budgeting and monitoring expenses;
- Supervising and training staff and managing staff assignments;
- Tracking project outcomes while leading multiple projects simultaneously;
- Managing quality assurance/quality control activities.

Acts for the Director in their absence or as directed:

- Attend various meetings and advise County officials on technical issues;
- Provide reports to management team and run staff meetings;
- Oversee the Planning Board including staff activities and Board needs;
- Advise on planning and administrative issues; and
- Provide guidance and research on specific technical and legislative topics.

Requirements
- Five (5) years of experience in municipal, county, regional, or state planning, two (2) years of which shall have been in a supervisory capacity.
- A Master's degree in Planning from an accredited college or university may be substituted for one (1) year of the nonsupervisory experience.
- Applicants must possess a current, valid license as a Professional Planner issued by the NJ State Board of Professional Planners.
- 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 essential duties of the position.

To be considered, email the following to the address below no later than Friday, February 24, 2019.
- Cover letter indicating your interest and experience
- Resume
- Names and phone numbers of at least three (3) references

Michael Lysicatos PP, AICP, Director mlysicatos@passaiccountynj.org

Passaic County is an Equal Opportunity Employer.