OPEN SPACE PLANNER / LANDSCAPE ARCHITECT

The Passaic County Department of Planning and Economic Development is pursuing an Open Space Planner / Landscape Architect to continue the County’s efforts to preserve and develop open space and recreational facilities. The Department 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 managing Open Space and Farmland Preservation Trust Fund, planning and implementation of the Morris Canal Greenway and Highlands Rail Trail, 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 open space planning that would apply to public parks, urban design, and green infrastructure projects on behalf of the County. The incumbent would also have the opportunity to enhance and preserve elements of the County’s Olmsted designed Park System. 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 organizational, communication skills with outstanding analytical, presentation and writing skills.

Essential Duties and Responsibilities include the following

- Manage the County’s Open Space and Farmland Preservation Trust Fund
- Management of the annual Grant program open to municipal partners and non-profits in consultation with the Open Space Trust Fund Advisory Committee, Administration and the Board of Chosen Freeholders
- Serve as the liaison to the County Agricultural Development Board
- Author and produce open space plans and greenway studies
- Manage trail or park acquisition, design and development projects
- Lead the County’s efforts in developing an urban agricultural plan
- Write trail and open space grant proposals to state, federal and other various grant programs
- Lead hikes, educational presentations, and clean-ups along trails including the Morris Canal Greenway and Highlands Rail Trail
- Provide technical assistance on the design and maintenance of various county parks, streetscape and green infrastructure projects
- Possess the skills necessary to apply historic preservation principles and design standards to elements of the County’s Olmsted designed Parks System as well as environs of the various historic properties managed by Passaic County
• Develop and/or review detailed cost estimates, plans, and architectural details for contractual bidding, grant applications, and review by engineering staff
• Assist in the review of Planning Board applications on tree plantings and landscape design
• Lead the identification and development of green stormwater infrastructure projects in accordance with the County’s adopted Green Stormwater Infrastructure Element of the County Master Plan

Qualifications

• Graduation from an accredited college or university with a bachelor’s degree in relevant field of study including, but not limited to, Landscape Architecture/Design, Environmental Studies, Planning
• Two (2) years of relatable work experience in a relevant field of study including open space planning/preservation and/or landscape architecture and possess the knowledge and abilities necessary to be successful
• Strong interest in open space and recreation
• Ability to work independently as well as in a team environment
• Must demonstrate strong analytic, written, oral communication skills
• Ability to multi-task and meet deadlines
• Proficient in desktop computing, including Microsoft Office Suite, AutoCAD and GIS
• Possession of a license as a Landscape Architect issued by the New Jersey State Board of Architects a plus.
• 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.

To be considered, email the following to the address below no later than Friday, September 4, 2020.
• Cover letter indicating your interest and experience
• Resume (Work samples encouraged)
• Names and phone numbers of at least three (3) references

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Passaic County is an Equal Opportunity Employer.