

# Please Post

June 30, 2022

## NOTICE OF VACANCY

TITLE: **Planner Trainee**

JOB STATUS: Full Time – 40 hours/week

DEPARTMENT/DIVISION: Engineering & Planning

STARTING SALARY: \$46,876

CLOSING DATE: July 10, 2022

START DATE: To be determined

### **JOB DUTIES:**

The Sussex County (NJ) Division of Planning & Economic Development is seeking to fill a full-time, entry level planning position. Under the supervision of the Planning Director, the Entry Level Planner will perform routine field and office work to support and advance the Division's various planning activities and programs.

This includes providing technical and administrative support at public meetings and other public outreach activities; preparing and coordinating various county planning projects; assist in the preparation of application reviews; data collection and reporting; and other related duties as assigned.

Candidates should be highly motivated, organized, and able to work independently under direction.

### **MINIMUM REQUIREMENTS:**

#### **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 essential duties of the position.

#### **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.

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.

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### ***RETURN COMPLETED APPLICATIONS AND RESUME TO:***

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

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

Email: [employeeservices@sussex.nj.us](mailto: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.