

7/2/2025



**Title:**

Part Time Planner Municipal Support

**Department:**

NJTPA

**Reports To:**

Director, Environmental and Sustainability Planning

**Position Type:**

Staff

**Position Summary:**

The Part-time Planner serves a support function in the North Jersey Transportation Planning Authority's Division of Environmental & Sustainability Planning and will be a shared resource throughout the agency where required. Under direction from the Director of Environmental and Sustainability Planning, the position will support the NJTPA environmental and sustainability efforts of the agency, with a focus on municipal programs. The incumbent will support full time staff on municipal technical assistance programs, including land use, safety, and multimodal planning. Additionally, the incumbent will assist in the development and implementation of strategies that address the transportation needs of older adults, low-income populations, veterans and individuals with disabilities. The incumbent will also assist in NJTPA-sponsored studies and other agency initiatives, as needed. The candidate will work a maximum of 20 hours per week.

**Essential Functions:**

- Assists with the research, collection and analysis of data.
- Assists with the development of papers and other briefing documents on transportation-related topics in the NJTPA region and contributes to relevant NJTPA-supported studies and projects.

**Additional Functions:**

- Other duties and responsibilities as assigned.

**Prerequisite Qualifications:**

- At the university's discretion, the education and experience prerequisites may be exempted where the candidate can demonstrate to the satisfaction of the university, an equivalent combination of education and experience specifically preparing the candidate for success in the position.

**Salary Information:**

In compliance with the NJ Pay Transparency Law, the hourly rate for this position is \$55.00 (USD). NJIT considers factors such as (but not limited to) scope and responsibilities of the position, candidate's work experience, education/training, key skills, internal peer equity, as well as, market and organizational considerations when extending an offer. This pay range represents base pay only and excludes any additional items such as incentives, bonuses or other items.

**FLSA:**

Non-Exempt  
Part-Time