



Somerset County

Department of Finance & Administrative Services, Division of Human Resource

County Administration Building, 20 Grove Street, Somerville, NJ 08876

Website: <https://www.co.somerset.nj.us>

Email: [employment@co.somerset.nj.us](mailto:employment@co.somerset.nj.us)

---

**Job Title:** Senior Planner – GIS

**Job Type:** Full-time - 40 Hours/Week, Exempt

**Annual Salary:** \$44,900 - \$59,900

#### **Position Overview:**

Position supervises the work of the GIS Section of the Planning Division; collaborates closely with the Director of Planning and Assistant Director of Planning with regard to prioritization of Division-wide GIS technology use and implementation, including data development and update, database management, staff GIS-skills enhancement and development. Provides direct technical support to all of the Sections within the Planning Division, provides technical support and oversight to all GIS users within the Division, and directly supervises the GIS/Drafting Staff. S/he conducts a wide and growing range of GIS tasks that directly support complex GIS- dependent planning projects underway by the Planning Division. Provides support for the various smart growth, strategic planning, wastewater planning and other initiatives underway in the Division.

#### **Responsibilities:**

- Supervises the GIS Section Staff and oversees the development and update of Planning Board GIS datasets, performs ongoing GIS data management tasks that will ensure the best possible data is available for use in completing and updating various plans and initiatives.
- Researches the availability of GIS resources from outside sources and determines their suitability and applicability for use in the completion of various Division-wide initiatives.
- Utilizes GIS technology, geoprocessing methods and spatial analysis tools, including the Model Builder tool to support planning initiatives and policy decisions.
- Oversees the preparation of various GIS-based maps, tables and other documents for inclusion in reports, studies, presentations, displays associated with the completion of the Planning Division's various initiatives.
- Interacts with the County IT/GIS Coordinator, Planning Division staff, consultants under contract with the County, staff of other county divisions and departments, municipal planners and the general public to assist in the completion of various Division wide work initiatives.
- Identifies division-wide GIS training needs and opportunities and advances implementation of the Division's new GIS System Enhancement Strategy.
- The position performs other duties as assigned by the Director of Public Works or by the Director of Planning.

#### **Requirements:**

- Undergraduate degree in planning, environmental science or related field with 1-3 years working experience performing planning-specific GIS data development and analysis, as well as specialized GIS training, GIS certificates/certifications and/or continuing GIS coursework.
- Graduate degree in planning or related field and NJ Professional Planning License are desirable but not required
- Familiarity with Municipal Land use Law is also desired.
- Position requires strong skills in Microsoft Office Suite, Adobe InDesign and the use of FTP sites.

\*\*Acceptance of employment contingent upon passing a pre-employment physical and drug screen required.

Somerset County is a drug and alcohol free workplace. EOE. Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under law.