



State of New Jersey
THE PINELANDS COMMISSION
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LAURA E. MATOS
Chair
SUSAN R. GROGAN
Acting Executive Director

Job Vacancy Announcement

POSITION: Planning Specialist – Archaeology/Cultural Resources

CLASSIFICATION: Full Time, Exempt, Union

SALARY RANGE: \$64,662-\$93,760

POSTING PERIOD: 10/26/2022 – 11/25/2022

POSITION DESCRIPTION:

The New Jersey Pinelands Commission is an independent state agency whose mission is to preserve, protect, and enhance the natural and cultural resources of the Pinelands National Reserve, and to encourage compatible economic and other human activities consistent with that purpose. The Commission implements a comprehensive plan that guides land use, development, and natural resource protection programs in the 938,000-acre Pinelands Area of southern New Jersey.

The Commission's Planning Office is seeking a full-time archaeologist. The position is responsible for the Commission's cultural resource program and a variety of other projects that meet emerging environmental and regional planning priorities of the Commission. Key responsibilities include review of development applications to determine the need for cultural resource surveys; site inspections to identify significant cultural resources of the Pinelands; review of cultural resource surveys to determine appropriate treatment of resources; technical assistance to individuals, groups, and municipalities on historic preservation matters; and public outreach and education. Other components of the position involve site excavation, artifact identification, report writing, presentations in meetings and webinars, organization of periodic archaeological symposia and conflict resolution related to historic preservation. Coordination with the NJ Historic Trust on a variety of projects is expected, involving preparation of grant applications and associated RFPs and overseeing consultants hired by the Commission to prepare preservation plans and carry out capital projects associated with the Commission's historic office building (Fenwick Manor).

Duties and Qualifications

Well-qualified candidates will have excellent communication skills, and considerable knowledge of historic conservation and preservation principles, along with some familiarity of the history and construction techniques of the Pinelands Area. The incumbent reads and interprets cultural resource surveys and collaborates effectively with other staff and with many local governments. Time and project management skills are important as all planning staff work on multiple projects with competing deadlines. The selected candidate will be able to develop the ability to interpret regional land use regulations and municipal ordinances. The candidate should be able to define problems, apply concepts, and make oral presentations at public meetings. The position conducts research and identifies solutions

in support of identified issues and emerging needs in cultural resources. Applicants should be interested in gaining understanding of the Pinelands Area along with promoting public awareness of the cultural resources of the Pinelands, the Pinelands Comprehensive Management Plan, and the Pinelands Commission's operating procedures. This position must work successfully individually and as part of a team to achieve goals. Some local travel will be required to perform site inspections and other field work and to attend meetings within the Pinelands Area.

Required skills include proficiency with Microsoft Office tools such as Word, Excel, and Outlook, as well the ability to learn and use Teams to facilitate remote collaboration. A Driver's license is required. Desired skills include proficiency with ArcGIS and other ESRI products or similar GIS software. The ability to interpret and/or produce maps including distance, scales, and legends is required. This position has no supervisory responsibilities.

Salary will be commensurate with experience, starting at \$64,662. Full benefits package including paid vacation leave, paid sick leave, health and dental insurance, life insurance, and enrollment in the public employee's retirement system. The position will be eligible for participation in the State's telework pilot program.

REQUIREMENTS:

EDUCATION and EXPERIENCE: A Bachelor's degree with a concentration in historic preservation planning, archaeology or related field and two years of cultural resource planning experience is required. A Master's degree in a related field may substitute for the one year of required experience.

RESIDENCY: The New Jersey First Act (P.L. 2011, c. 70) requires all new employees to reside in the State of New Jersey, unless exempted under law. If you do not reside live in New Jersey, within one year of hire, you must either establish residency in the State of New Jersey or successfully receive an exemption from the Employee Residency Review Committee.

INTERESTED CANDIDATES: Interested candidates should submit a cover letter, resume and writing sample via e-mail to humanresources@pinelands.nj.gov by the closing date. Only candidates selected for interview will be contacted.

For more information, see www.nj.gov/pinelands.