



CITY OF PLAINFIELD

Notice of Job Vacancy



Posting #: 2020/10.15	Issue Date: 10/15/2020	Closing Date: UNTIL FILLED	
Job Title: Principal Planning Aide	Grade/Title Code: 15 / 02840	Salary: \$53,226 - \$70,835	
Department / Division: Economic Development / Planning	Location: City Hall	Workweek: 35 HOURS	# Vacancies: 1

Job Description

Under direction, performs highly responsible subprofessional field and office planning work involved in preparing and making surveys, collecting and compiling data, and assisting in transposing statistical data into visual forms, and/or has charge of a small planning aide unit; does related work as required.

Civil Service Commission Requirements (Education/Experience/Licenses)

EDUCATION: High School diploma or equivalent.

EXPERIENCE: Two (2) years of experience in performing field and office tasks involved in preparing and making planning surveys, collecting and compiling data, and transporting statistical data into visual form.

NOTE: Satisfactory completion of thirty (3) semester hour credits in planning course work at an accredited college or university may be substituted for each year of the required experience.

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.

ADDITIONAL PREFERENCES: Bachelor's Degree Preferred.

TO APPLY for this Position

If you qualify and would like to be considered, **must submit an employment application, letter of interest and your resume (including daytime phone number and email address)** to the email address listed below. You **must** submit your response by the closing date shown above, and must include the Job Title.

EMAIL: jobs@plainfieldnj.gov

Subject line must specify complete JOB TITLE

This is not a promotional announcement for a Civil Service Examination.

This posting may result in personnel actions which will require final approval by the Civil Service Commission in accordance with Civil Service Commission rules and regulations.

HRUpdate7.17.2020

Application and Resume may also be submitted to:
City of Plainfield - Personnel Division
515 Watchung Avenue, Plainfield, NJ 07060

The City of Plainfield is an Equal Opportunity Employer