



CITY OF JERSEY CITY  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302  
P: 201 547 5217



**Job Opening**  
**Urban Designer**

**Department:** Housing, Economic Development, & Commerce (HEDC)

**Division:** City Planning

**Exempt/Non-Exempt:** Non-Exempt

**Union/Management:** Union

**Full-Time/Part-Time/Seasonal:** Full-Time

**Workweek:** M-F, 9:00 AM-4:30 PM

**Salary:** \$65,000 - \$78,000-Based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The City of Jersey City, Division of City Planning is seeking an Urban Designer to join a team of technical planning, design, and GIS professionals responsible for comprehensively planning the rational development of a rapidly growing, highly urbanized environment. The ideal candidate will focus on the physical development of the city and provide visual and analytical data of complex developments and zoning. The ideal applicant would be an innovative team player, possess strong graphic, writing, and communication skills, and be comfortable working with community groups.

**Job Duties:**

- Review zoning and redevelopment proposals
- Work alongside City Planning staff to review planners and development proposal, and provide comments and massing alternatives as necessary
- Prepare for the Planning and Zoning Board
- Organize and prepare written and graphic materials for internal and public presentations
- Prepare various reports, including graphic, statistical, and written representations
- Conduct meetings to explain new and existing development applications with developers and applicants
- Lead vision planning and neighborhood planning projects including guiding community members through a visioning process and developing physical concepts based on community input and market factors
- Coordinate and review redevelopment activities with other City departments, outside agencies, and developers
- Test-fit potential development sites
- Research and provide counter proposals for improvements in planning and design, supported as necessary by drawings, diagrams, and numerical analysis
- Perform other duties as assigned.



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*\*Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.*

**Required Education:** Bachelor's Degree in Architecture, Urban Design or Urban Planning or a related field is required. A Master's Degree in Architecture, Landscape Architecture, or Urban Planning with a focus on Urban Design is required. 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.

**Required License:** Possession or ability to possess AICP, RA, or LLC is preferred

**Required Experience:** three (3) or more years of experience in professional urban design and architecture projects

**Essential Skills:**

- Ability to review development proposals and provide critical comments and potential alternatives.
- Ability to analyze a site for potential massing and unit count projections based on the existing zoning. Ability to propose zoning alternatives to meet desired outcomes.
- Ability to work closely in a team environment
- Ability to analyze and systematically compile technical and statistical information to prepare technical reports
- Ability to present, discuss, and execute innovative ideas
- Ability to communicate effectively in oral and written forms, interpret planning, zoning, and local ordinances to officials and the general public, and make public presentations
- Proficiency with Microsoft Office – PowerPoint, Word, and Excel, Adobe suite, and 3D massing software. Familiarity with GIS software is a plus.
- Ability to establish and maintain effective working relationships with other City of Jersey City employees, public officials, and the public.

**This is a Civil Service Job, and you must eventually pass and qualify for the applicable Civil Service title.**

**To apply for this job with the City of Jersey City, please fill out our [Employment Application](#).**

**Please note that this role is subject to the residency requirements set forth by NJ First Act.**