

POSTED 11/22/2024

Description : This role requires a solid understanding of local zoning ordinances, MLUL, and regulations. Position involves frequent interactions with the public and requires review and enforcement of zoning permits, ordinances, and Board approvals.

Key responsibilities: oversee the zoning application process; inspect properties for compliance with zoning regulations; review and enforce zoning permits, ordinances, and Board approvals; issue annual licenses for outdoor seating; enforce Historic Preservation ordinances; attend monthly Planning Zoning Board and Historic Commission meetings and prepare clear, accurate and informative reports.

Desired experience: Technical Skills, and Knowledge: Minimum of two years of experience with a Municipal or County planning agency, plus one year of Code Enforcement experience; knowledge of zoning ordinance provisions (training provided); ability to analyze and interpret zoning ordinances for permit applications; excellent customer service, written, and verbal communication skills; strong interpersonal skills and professionalism; ability to understand surveys, plot plans, and perform basic office duties; proficiency in Microsoft Office (Word, Excel, Outlook) and ability to learn zoning software such as MC System Planner.

Requirements include: High School diploma or equivalent, a valid New Jersey Driver's License, and residency in New Jersey (per State requirements, effective 9/1/11). Preferred qualification is experience with applications and enforcing zoning and landuse regulations.

The position is 5-6 hours per week, with an annual salary not to exceed \$15,000.

Contact : Interested applicants please provide a cover letter and resume to Denise Nellis, Confidential Secretary dnellis@keyportonline.com or in person at Keyport Municipal Building 70 West Front Street, Keyport NJ 07735 by 4:00 pm on December 23, 2024. Employment contingent upon completion of a satisfactory background check. Keyport is EEOC

Deadline for Applying : 12/23/2024 3:00 PM

ZONING OFFICER

DEFINITION

Under direction, examines the working plans of proposed buildings for compliance with state, county, and local zoning laws, ordinances, rules, and regulations and conducts field work to ensure compliance with zoning regulations; does related work as required.

NOTE: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Examines working plans of proposed structures for compliance with state, county, and local zoning laws, ordinances, rules, and regulations.

Reads and corrects final plans.

Consults with architects, owners, and contractors on compliance problems.

Conducts field inspections to ensure compliance with zoning regulations and applicable rules, and initiates appropriate enforcement actions against violators.

May assist in the promulgation of zoning regulations.

May supervise staff and work activities.

Prepares and supervises the preparation of reports.

Directs the establishment and maintenance of essential records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

REQUIREMENTS:

EXPERIENCE:

Three (3) years of experience in the preparation and revision of building construction plans and specifications or in the inspection and enforcement of zoning and/or building construction laws and regulations.

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 the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of provisions of the local building code and zoning ordinance after a period of training.

Knowledge of the effective means of obtaining and maintaining proper liaison between municipal authorities and private contractors.

Ability to analyze and interpret the local zoning ordinance and other local ordinances that apply to buildings, and state and county laws, rules, regulations, and policies applicable to buildings, zoning, and sanitation.

Ability to prepare clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability to achieve compliance with local zoning regulations.

Ability to provide guidance to staff and supervise their work performance.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

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