



Title: ZONING OFFICER

Vacancy Type: up to 15 hours per week
Salary: \$22.00 per hour

**Location: Keyport
Borough**

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.