

**EMPLOYEE NOTICE
JOB POSTING**

AFSCME UNIION POSITION

TITLE: **ZONING OFFICER (Grade 18)**
SALARY: \$51,297 - \$99,523 (2022 range)
DEPARTMENT: Planning Department

JOB DESCRIPTION: To review land development, building and occupancy permit applications for zoning compliance with municipal ordinances. To perform field inspections and investigation and take appropriate enforcement actions. To provide written and verbal zoning information to applicants and all interested parties. To attend occasional Board of Adjustment meetings and to appear in municipal court as needed.

ESSENTIAL FUNCTIONS: **Application** reviews; field investigations; enforcement of local ordinances; prepare written reports and correspondence to relevant Boards, agencies and other staff detailing technical issues and observations; attend and participate in public meetings; issue summonses to receive compliance through Municipal Court; and address inquiries from the general public.

ADDITIONAL EXAMPLES OF WORK: Work with local officials and other agencies to ensure initial and continuing compliance with local, state and federal regulations; assists in preparation and maintenance of a data base of development in the Township, useful to other professional staff and relevant Boards and Commissions in their decision-making process; investigates zoning complaints and takes appropriate action; prepares reports, charts, graphs, etc. on special issues as required by the Director of Planning or his designee.

MINIMUM REQUIREMENTS/QUALIFICATIONS: Must have a High School diploma or GED equivalent, 2 years experience in all areas described above, NJ Driver's License, Possess Zoning Official Certificate from Rutgers Center of government services.

KNOWLEDGE & ABILITIES: Ability to read and understand site plans, Subdivision Plans and building plot plans; working knowledge with NJ Municipal Land Use Law; good written and verbal skills; ability to comprehend and interpret relevant Codes; ability to read, write and speak proper English; basic knowledge of office procedures.

If interested, please complete an on-line application

The successful candidate must pass a thorough criminal background check and a physical. All new hires must be FULLY vaccinated with Covid-19 vaccine.

South Brunswick is an Equal Opportunity Employer.