

Borough of Haddonfield Job Description

Position: Zoning Officer

Salary Range: as of 4/1/24 – Starting salary of \$1,008.07/week with annual step increases for two years to \$1,068.59/ week.

Benefits: State pension, contributory life insurance, medical, dental and prescription with payroll deductions.

Schedule: Full time position based on 35 hour work week, Monday through Friday.

Work Location: Operates from Construction Office – Room 104.

Reports to: Construction Official

Duties:

- Perform duties of the Zoning Officer as dictated by the Municipal Land Use Law.
- Administer and enforce the zoning provisions of the Borough's Land Development Ordinance and Zoning Map
- Issue zoning permits and interpret the zoning code.
- Review building permits and other applications for compliance with zoning ordinances.
- Examines working plans of proposed structures for compliance with state, county, and local zoning laws, ordinances, rules, and regulation.
- Review and approve/decline zoning permit applications in a timely manner.
- Ensure Engineer get plans and review them timely for all stormwater regulations.
- Contact Engineer and/or Solicitor for zoning or land use advice.
- Communicate with applicants, complainants and violators.
- Consult with architects, owners, and contractors on compliance problems.
- Conducts field inspections to ensure compliance with zoning regulations and respond to complaints or allegations of non-compliance. Take necessary enforcement actions including written notifications, issuance of summons and possible testimony in court.
- Maintain computer permit logs for permits and applications.
- Assist in developing or reviewing easy to understand brochures for business and residents concerning requirements and procedure for various topics dealing with the Construction Office.
- Act as the direct point of contact for existing and prospective businesses to identify all Borough requirements for operating or opening a business and provide guidance and information.
- May assist in the promulgation of zoning regulations.
- Assist in preparing reports and other documents.

- Greet customers, hand out forms and answer office phones.
- Respond to information requests from the public, residents, government agencies and developers.

QUALIFICATIONS

- New Jersey Zoning Official Certificate preferred.
- Degree or training in Land Use Planning or comprehensive experience with or for a municipal or county planning agency or code enforcement experience required.
- Ability to analyze and interpret the zoning ordinance for compliance with zoning permit applications and requests.
- Ability to prepare clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.
- Ability to work with people under adverse conditions to remedy violations and achieve compliance with zoning regulations.
- Expertise and/or experience in computer applications, especially Microsoft Word, Outlook and Excel.
- Excellent customer service, written and verbal communication skills with the ability to multitask.
- Strong interpersonal skills, ability to communicate with management, supervisors and coworkers with professionalism.
- Ability to understand survey, plot plans.
- Ability to quickly learn legal issues related to job.
- Excellent organization ability.
- Ability to work with others as a team and independently.
- Must have a valid NJ Driver's License.