City of Orange Township: Zoning Officer Job Description

The City of Orange Township seeks a qualified individual to serve as a full-time Zoning Officer. The selected candidate is expected to spend approximately 35 hours a week on assigned tasks.

The Zoning Officer ensures that structures and businesses are in compliance with state, county, and local zoning laws, ordinances, rules, and regulations. The Officer also conducts field work to ensure compliance of zoning regulations. Responsibilities include but not limited to the following:

- Consulting with owners, contractors and professionals on compliance issues.
- Conducting field inspections to ensure compliance with zoning regulations and applicable rules, and initiates appropriate enforcement actions against violators.
- Preparing and processing all Zoning Request Forms and Zoning Permits
- Directing the establishment and maintenance of essential records and files using computer software provided
- Utilize various types of electronic and/or manual recording and computerized information systems used by the department.
- Responsible for enforcing local zoning ordinances including Chapter 210—Development Regulations Ordinance: Zoning and Land Development

EXPERIENCE:

Three (3) years of experience in a zoning-related field with inspection and enforcement of zoning and/or building construction laws and regulations as primary responsibilities. Knowledge of Spatial Data Logic software is essential. Knowledge in reading plans and surveys is necessary.

LICENSE AND CERTIFICATIONS:

Appointees must possess a driver's license valid in New Jersey and complete coursework offered by the Rutgers Center for Government Services pertaining to Zoning Administration and Enforcement: Introduction to Zoning Administration and Enforcement, Understanding Plans: Site Plan and Subdivision Review for Zoning Officials, and Zoning Administration and Enforcement II within the first 12 months of employment in accordance with N.J.S.A. 40:55D-1 et seq of the New Jersey Municipal Land Use Law.

Please submit a Letter of Interest and resume to Laquana Best, Deputy Director, Department of Community Planning and Development, 29 North Day Street, Orange, NJ 07050 or e-mail documents to LBest@orangenj.gov no later than March 13, 2020. Orange is an equal opportunity employer.