



## THE TOWNSHIP OF BRIDGEWATER

100 COMMONS WAY / BRIDGEWATER, N.J. 08807  
908/725-6300 / FAX # 908/725-3365

### Position Posting

Title of Position: **Zoning Officer**

Reports To: **Director Municipal Services**

### Responsibilities

1. Enforcement of the Township Zoning Ordinance, including attendance at related night meetings and court hearings as required.
2. Thorough knowledge of Municipal Government structure, policies, and procedures
3. Conducts field inspections to ensure compliance with zoning regulations and applicable rules, and initiates appropriate enforcement actions against violators
4. Examines working plans of proposed structures for compliance with state, county, and local zoning laws, ordinances, rules, and regulations
5. Consults with architects, owners, and contractors on compliance problems
6. Monitors and ensures accurate posting of monies received
7. The ability to deal with the public, other agencies, and contractors
8. Will assist in the promulgation of zoning regulations, including writing and editing regulations.
9. Proficiency with the Microsoft Office Suite
10. Prepares reports, maintains a log book and spreadsheets related to zoning
11. Directs the establishment and maintenance of essential records and files
12. Accurately and courteously answers inquiries; promptly schedules appointments or refers inquiries to appropriate staff
13. 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
14. Thorough knowledge of business English, spelling, math (geometry), vocabulary, grammar resulting in preparing effective correspondence
15. Excellent telephone skills
16. Writes correspondence and reports
17. The position performs other duties as required and assigned by the Director Municipal Services

### Qualifications

- The position requires a Zoning Official Certificate and Land Use Administrator Certificate
- Current valid NJ driver's license.

Salary Range: \$49,168 - \$81,556

Non Union: Grade L

Work Hours: Monday – Friday 9:00 am to 5:00 pm

If interested, please fill out an application available on our website at [www.bridgewaternj.gov](http://www.bridgewaternj.gov), under "Employment Opportunities" with a resume and email to: [www.personnel@bridgewaternj.gov](mailto:www.personnel@bridgewaternj.gov).

Posting Date: 1/23/2018

Closing Date: 2/28/2018

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