

Employment Opportunity

ZONING OFFICER - The Township of Cranford is accepting applications for the full-time position of Zoning Officer. This position reports to the Township Administrator and exercises considerable independence of judgment in meeting assigned objectives and delivering services. Knowledge of MLUL and experience dealing with local zoning ordinances are essential. Prospective candidates must be able to read and interpret site plans and specifications relating to land use, landscaping and zoning code provisions. Must possess the ability to meet the public and explain zoning and land use codes concisely, tactfully and impartially. Duties include but are not limited to reviewing zoning permits; working with the Planning and Zoning Boards; answering inquiries and providing zoning information; conducting field inspections; issuing citations; nuisance abatement; preparing and submitting monthly reports to Township Administrator and Township Committee; testifying at hearings relating to violations or citations; and performing related work as required. Candidate is a key member of the Development Review Committee (DRC), and is required to supply correspondence as to the results of the DRC findings to pertinent board or jurisdiction. The position requires attendance at evening meetings. Candidate must possess excellent time management skills, adhere to deadlines, and keep detailed records, both paper and digital. Excellent organizational skills and attention to detail are essential for this position along with the ability to multitask efficiently and effectively in a high activity work environment. Candidate must be customer service oriented and possess the ability to establish and maintain effective working relationships with employees, officials, and the general public. Must have a working knowledge of Microsoft Word, Outlook, Excel, PowerPoint. Experience with Spatial Data Logic and Edmunds preferred. Valid NJ driver's license required. Storm water management and special flood hazard areas experience a plus. Salary shall be commensurate with experience and qualifications. Please e-mail cover letter, resume, and references to Jamie Cryan, Township Administrator at jobs@cranfordnj.org. Position open until filled. The Township of Cranford is an Equal Opportunity Employer.