



JOB OPPORTUNITY

TITLE: **Assistant Zoning Officer**

DEPARTMENT: **Zoning**

RESPONSIBILITIES:

Examines working plans of proposed structures for compliance with state, county, and local zoning laws in conjunction with the Zoning Officer.

Reviews applications for construction permits to ensure all necessary information and documents are included and requests additional information as instructed or directed by the appropriate Sub-Code or Construction official.

Consults with architects, owners, and contractors on compliance problems.

Conducts field inspections to ensure compliance with zoning regulations and applicable rules, and initiates enforcement actions against violators.

Ability to review applications and other documents for completeness and accuracy.

Prepares and supervises the preparation of needed reports.

Issues construction permits after approval and authorization have been granted by the appropriate Sub-Code official.

Knowledge of provisions of the New Jersey Uniform Construction Code is helpful.

Monitors plan review deadlines.

Knowledge of COAH helpful.

Submit resume and cover letter to:

Kathleen Green, HR Director

or

applicant@voorheesnj.com