



DATE: January 26, 2024

TITLE: Technical Assistant Land Use – Full Time

DEPARTMENT: Community Development

RESPONSIBILITIES:

- Receives and processes applications for subdivisions, site plans, conditional land uses and variances, guiding the applicants through the process.
- Determines the proper agency to conduct hearings and rule on the applications submitted for approval.
- Prepares and advertises the decisions of the Township regarding the land use applications submitted.
- Develops Planning Board meeting agendas taking into consideration such factors as the magnitude and complexity of the applications submitted and the mandated time frames allotted for reviewing and acting upon such applications.
- Provides information in person and over the telephone; refers complicated or non-routine inquiries to appropriate staff.
- Performs routine, clerical work involving the processing of documents in a variety of functions; does other related duties as required.
- Schedules inspections proceedings; may process requests for scheduling changes.
- Must work effectively with members of the public, professionals as well as associates.
- Must be knowledgeable in Microsoft Office and have ability to compose correspondence and create/maintain spreadsheets.
- Must have strong writing skills.

***Submit resume and letter of interest to
Kathleen Green, Director of Human Resources
by February 16, 2024
applicant@voorheesnj.com***

or

***Complete a job application that can be found at
www.voorheesnj.com***