

Land Use Board Administrator – The Township of Waterford is looking for a part-time Land Use Board Administrator to assist the Zoning Official in responding to inquiries; reviewing, processing and tracking applications; investigating, inspecting and enforcement of complaints; preparing meeting agendas and minutes; and other duties as may be assigned. Prior experience in a Planning / Zoning Office required; Pinelands experience preferred. Strong customer service skills and written and verbal communication skills are required, as well as strong attention to detail. Proficiency in Microsoft Office required. Attendance at evening meetings required. Rutgers Certification for Planning and Zoning Administration a plus. Salary DOQ. Send resume and cover letter to: Susan Danson, Township Administrator, 2131 Auburn Ave., Atco, NJ 08004 or susan.danson@waterfordtwp.org. Application deadline December 21st, 2018. Waterford Township reserves the right to review applications and conduct interviews as they are received. EOE

Job Description

PART-TIME PLANNING / ZONING BOARD ADMINISTRATOR

The Township of Waterford is seeking an experienced and highly motivated office professional with excellent communications and customer service skills. The candidate should possess experience working in a professional office atmosphere and be willing to work on a part-time basis (approx. 14 hours per week, no benefits). Must be reliable, detail oriented and organized, capable of handling multiple tasks. Requires attendance at Planning/ Zoning Board meetings at least two evenings per month and any special meetings as required.

This position requires decision making and good organization skills including technology/typing skills as a regular and essential part of the job. Entails varied work requiring ability to make unsupervised determinations. Knowledge of departmental operations and technical terms is necessary. Subject matter is varied and confidential. Duties require public contact and contact with other outside agencies.

This position requires that candidate can work independently with little supervision.

Duties and direction as may be assigned by the Zoning Official and/or Board Chairman with said duties to include but not be limited to the following:

Duties

Create and maintain all required files for Land Use Board including those of traditional Planning Board and Board of Adjustment applications to provide orderly and accurate records of applications, resolutions and correspondence.

Process information, forms and reports which may be of a confidential nature and which requires general knowledge of municipal land use laws and some of the technical aspects of departmental operations.

Handles assigned correspondence, composes letters as directed, or routine correspondence including open public records act requests.

Checks accuracy and completeness of records, forms, documents and attachments according to requirements of land use ordinances. Enters, files, and classifies technical information into records by hand, computer and typing; determines classifications according to specific criteria's/ extracts information for summaries and reports as directed.

Request reports from and exchanges information with other departments and county agencies; monitor submission of required reports and forms from other departments and agencies on applications.

Attend all Land Use Planning Board Meetings (2 meetings per month in evenings). Type minutes of all meetings, prepare and publish all legal notices and agendas. Prepare and distribute agendas for each member containing the information required for each member to adequately address applications of meeting.

Create and manage escrow accounts for each application, preparing correspondence for replenishment of such accounts.

Process all monies collected for all the various permits required in the Land Use Department (escrow fees, application fees, driveway, grading, road opening, soil moving, certificate of compliance, property owners lists, promotional/outdoor permits.)

Prepare monthly reports on all monies collected.

Assemble the record on appeal from a Land Use Planning Board approval of a use variance as set forth in N.J.S.A. 40:550-17.

Schedule hearings and application review processes for the Land Use Planning Board.

Maintain escrow fund accounts with respect to plan review and inspection of improvements.