

**TOWNSHIP OF HAMILTON  
JOB DESCRIPTION**

POSITION TITLE: **ZONING OFFICER**  
DEPARTMENT: **COMMUNITY DEVELOPMENT**  
DIVISION: **ZONING**  
UNION: **NO**  
FLSA STATUS: **EXEMPT** (*Administrative*)

**SUPERVISION:**

Reports to: Director of Community Development  
Position Titles Supervised: Clerical staff

**POSITION QUALIFICATIONS:**

Education Required: Graduation from an accredited college or university with a Bachelor's degree in land use planning, engineering, landscape architecture, or a closely related field.

Experience Required: Four (4) years experience in municipal zoning, or any equivalent combination of education and experience, substituting on a year for year basis for the required education/experience. Zoning Official certification may be substituted for one (1) year of required education/experience.

**SPECIALIZED KNOWLEDGE/SKILLS:**

- Thorough knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement;
- Ability to analyze and interpret municipal ordinances and appropriate case law;
- Ability to read building plans, plot plans and specifications;
- Ability to adequately calculate/compute total lot areas, total lot coverage, total square footage, acreage, etc.
- Knowledge of modern office practices and procedures;
- Ability to organize assigned work and develop effective work methods;
- Knowledge of computers and the ability to apply their use to departmental functions;
- Ability to effectively meet and deal with the public; ability to read, write, speak and understand English sufficiently to perform the duties of the position.
- Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials, and the public.

**POSITION SUMMARY:**

Performs a variety of routine, complex and technical work in the interpretation and enforcement of adopted codes and related rules and regulations.

**PHYSICAL/ENVIRONMENT CONDITIONS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.

Work performed is subject to interruptions.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually quiet.

**EQUIPMENT:**

Computer, copier, FAX machine, telephone, postage machine

**ESSENTIAL DUTIES/RESPONSIBILITIES:**

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Provides leadership and direction in development of short and long range plans; gathers, interprets, and prepares data for studies, reports, recommendations, and ordinance revisions; coordinates department activities with other departments and agencies as needed.

Assures assigned areas of responsibility are done within budget; performs cost control activities; monitors revenues and expenditures in assigned area to ensure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Evaluates land use proposals to ensure compliance with applicable Township, state or federal laws. Approves sign permits and minor land development proposals within scope of authority and responsibility.

Ensures the maintenance of accurate and complete records of department activities and of records relating to licenses, permits, maps, blueprints, overlay, and sketches pertinent to urban planning and development programs and projects.

Responds to local citizen inquiries in regard to township planning and zoning regulations and ordinances; resolves complex disputes between applicants as required.

Conducts field inspections of potential violations; gathers evidence; questions or interrogates complainants, witnesses and suspects; compares facts to code requirements, makes findings, and issues warnings, correction notices, or citations.

Meets with owners, tenants, contractors, developers, businesses, professionals, etc. to review and explain code requirements and violations; secures code compliance.

Drafts and distributes a variety of correspondence, memoranda, notices, flyers, brochures, media releases, and reports relating to code enforcement issues and actions.

Maintains a variety of logs and records related to inspection and enforcement activities; prepares recommendations for amendments and additions to code or regulations which relate to the position.

Assists in the review and revision of the Municipal Comprehensive Management Plan, and subsequent review and revision of the Municipal Developmental Ordinance.

Review all zoning applications for construction and building, and all Zoning Board applications for completeness as to form, and for verification of prior approvals; may request additional documentation when necessary.

Attends appropriate Board hearings, meetings, and seminars; appear in court as necessary; coordinate code enforcement activities with law enforcement, Health Department, Pinelands, DEP, EPA, Army Corps, and other agencies as needed.

Analyze and review site/subdivision plans, plots plans and building plans for new structures, additions or alterations to existing structures for compliance with Municipal Developmental Ordinance New Jersey Land Use Laws, and prepare professional reports/position papers for Zoning Board of Adjustment.

Responsible for determination whether individual must appear before respective Boards or Commissions.

Responsible for determination of specific areas applicant does not comply with Municipal Developmental Ordinance, and proper fee assessment for each variation.

Collaborates closely with Planning Board Administrator and Building/Construction department to assure no final permits are issued until all prior approvals/conditions have been obtained.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

**CORE COMPETENCIES:** To perform the job successfully, an individual should demonstrate the following competencies:

*Customer Service* – Responds promptly to resident inquiries in a courteous and professional manner. Displays a respectful attitude by way of a positive, affable disposition in serving residents, co-workers, and the general public.

*Quality Work* – Performs assigned tasks accurately, is thorough and neat, and displays a professional demeanor; exhibits practical/technical knowledge required on the job; is reliable regarding task completion and follow up; observes prescribed work break/meal periods; is punctual; and has an acceptable overall attendance record; works with little or no supervision.

*Operational Effectiveness* – Follows policies and procedures; supports Township’s mission and vision; looks for ways to improve and promote quality; maximizes resources; seeks and accepts new assignments and assumes additional duties when necessary; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

*Communication* – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; writes clearly and informatively, presents numerical data effectively.

*Teamwork* – Balances team and individual responsibilities; exhibits objectivity and openness to other’s views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives.

*Safety* – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Approval:** Michael Jacobs, Administrator  
**Revised:** April 2016  
**Effective Date:** April 2016