

DEPARTMENT HEAD / ZONING OFFICER – FULL TIME

Bernardsville Borough, Somerset County NJ

Bernardsville Borough is accepting applications for an experienced, Rutgers Certified Zoning Official, reporting directly to administration. Applicant must possess a valid NJ driver's license and must pass a criminal background check. Responsibilities will include oversight of the Enforcement Officer, Fire Marshal, Housing Inspector and Tree Preservation Officer. A full working knowledge of Spatial Data Logic (SDL) an interactive permit tracking system for Zoning, Rental Housing, Construction and Fire Prevention.

Leading a team of full and part time employees, providing consistent communications with administration, engineering, public works, building and grounds, fire inspectors, court, police and construction departments.

Responsibilities include site plan and permit reviews for ordinance and resolution compliance, resident interaction, report writing and field inspections.

Review applications and provide reports on all Zoning Board of Adjustment and Planning Board submissions for zoning compliance.

Zoning enforcement duties including issuing of violation notices and court appearances when required.

Frequent liaison with administration regarding zoning enforcement concerns or new emergent issues, assist engineering and construction departments with permit reviews and sign off.

Department monitoring and oversight of vacant and abandoned properties and fee collections program. Scheduling and fee monitoring of Major / Minor Storm water inspections.

Oversee housing inspectors, rental housing inspections, fire inspections, also tree removal / replacement permitting and scheduling.

Housing and Zoning committee consulting duties, a GIS working knowledge and other ordinance revision related participation is required.

Typical annual permits / inspections:

- 300 Zoning Permits
- 425 Rental Housing Inspections
- 150 Tree Removal Permits
- 400 Fire Inspections
- 800 Construction Permits

Annual Revenue \$400K - \$500K