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# Notice of Position/Vacancy

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*Date of Posting:* August 26, 2021

*Position Title:* **Zoning Officer**

*Type of Position:* Contractual Position

*Position Availability:* September 1, 2021

*Description:* Responsible for administering and enforcing Township municipal codes (Zoning Ordinances: Chapter 225 and Property Maintenance) throughout the Township. Interact with all other municipal departments. Must be able to demonstrate knowledge of State regulations for zoning and land use.

*Requirements for Position:*

- Must possess a valid NJ Driver's License, also preferred proof of a completed Defensive Driving Course in the past three (3) years.
- Must have experience in making site inspections and taking enforcement action. Must be physically able to perform site inspections.
- Must possess good communication skills in order to tactfully deal with public regarding service issues and complaints in person and on the phone.
- Must have familiarity with computer and phone use. Knowledge with Microsoft Word, Excel, Outlook and Mitchell Humphries Construction/Zoning Manager a plus.
- Strong organization skills and willingness to perform any other duties assigned.
- Possession of an RCS building license in lieu of zoning experience.
- Knowledge of the Township is a plus.

*Application Instructions:* All interested applicants must submit a cover letter and a resume to Pat J. Naticchione, Construction Official at [PNaticchione@ehtgov.org](mailto:PNaticchione@ehtgov.org) by 4:00 p.m. on Friday, October 15, 2021.