ZONING OFFICER, PART TIME – BOROUGH OF SWEDESBORO

The Borough of Swedesboro is currently seeking a qualified individual to serve as a Part-time Zoning Officer. The Zoning Officials responsibilities are to ensure that property owners are in compliance with local, county, and state zoning laws, ordinances, rules, and regulations.

**Responsibilities include but not limited to the following:**

The Zoning Officer consults with property owners, contractors and professionals on Zoning compliance requirements, responds to phone calls and emails, conducts field inspections to ensure compliance with zoning regulations and applicable rules, and initiates appropriate enforcement actions as appropriate. Also prepares and processes Zoning Permits Applications and maintains essential records. As needed, the Zoning Officer will also prepare discovery documents and attend court proceedings as required.

Experience in a zoning-related field with inspection and enforcement of zoning and/or building construction laws and regulations. Ability to analyze and interpret the local zoning ordinances and other local ordinances that apply to proper land use and proposed construction. A Zoning Official Certificate issued by the Center for Government Services is preferred, but not required. Ability to read plans and surveys is necessary. Experience with Municipal Land Use Law is helpful.

Candidates must have at minimum a high school diploma (or equivalent), as well as the ability to read, write, speak, understand, and communicate in English. The Borough reserves the right to hire as soon as a qualified candidate is identified.

Interested applicants must provide cover letter, resume, and completed job application (available on line at <https://ecode360.com/documents/SW0669/public/641273984.pdf> ). Applications are being accepted via email [lelder@swedesboro-nj.us](mailto:lelder@swedesboro-nj.us) or mail; The Borough of Swedesboro, Attn: Lois Elder, Borough Clerk, 1500 Kings Highway, Swedesboro, NJ 08085

The Borough reserves the right to hire as soon as a qualified candidate is identified. Any additional questions can be directed to: Lois Elder, Borough Clerk. [lelder@swedesboro-nj.us](mailto:lelder@swedesboro-nj.us)