

Union City Borough

Job Title: Zoning Officer

Department: Administration

Supervisor: Borough Council

Position Summary

The Zoning Officer will oversee zoning administration in the Borough of Union City. He/She will serve as the Zoning Officer and administer the zoning ordinance. Work is performed under the direction of Borough Council. Position requires tact in dealing with the public, evaluative and independent thinking, public speaking experience, and the ability to construct professional written notices and business correspondence. Court testimony and familiarity with the legal aspects of code administration is required.

Essential Functions

- Manage the Department of Zoning.
- Oversee and perform zoning permit application processing.
- Administer zoning, Zoning Hearing Board, zoning change, and other special use applications.
- Identify zoning violations.
- Respond to and investigate reported complaints and resolve in a timely manner.
- Write zoning violation notices, follow-up letters, civil complaints, and other general correspondence.
- Prepare related reports and maintain applicable documents

Other Functions

- Manage forms, permits paperwork, and other departmental-related information and materials
- Testify in court to zoning violations
- Staff liaison to Planning Commission, and Zoning Hearing Board.

Qualifications

- High School diploma or equivalent combination of work and educational experience.
- Previous experience as Planning/Zoning Officer, Code Enforcement Officer, Building Inspector, or Construction Codes experience is preferred but not required.
- Ability to read land development plans, blueprints, and construction documents. General knowledge of surveying, architecture, and engineering, as they relate to construction.
- Considerable technical knowledge of zoning and land use regulation is preferred.
- Physical ability to perform visual field inspections of structures and properties in all weather conditions.
- Ability to speak well and write clearly.
- Valid driver's license.
- Computer literacy and technological knowledge.
- Mediation skills.
- Investigative skills.
- Ability to read and comprehend legislation, case law, and regulatory guidelines.
- Understanding of legal concepts and processes.