**P/T Construction Official/Zoning Officer (29 Hours per Week)**

**Borough of Elmwood Park**

Enforces regulations of the UCC, files court complaints and makes court appearances in various courts of appeal. Makes field inspections when problems develop. Knowledge of recordkeeping requirements under the UCC. Knowledge of methods and procedures of establishing/maintaining review and approval procedures for permit applications to ensure compliance with the UCC and applicable laws/ordinances. Knowledge of legal methods of code enforcement. Additionally, applicant duties will also include, but not limited to, receiving and examining plans and applications for zoning permits and making sure they comply with state, county, and local zoning laws, ordinances, rules and regulations.  Zoning officer is responsible for issuing various permits and violations.

***Qualifications:***

Applicants must possess a license as a Construction Official issued by the Department of Community Affairs. Knowledge of basic principles of management and supervision, municipal government, state and housing codes and zoning ordinances. Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units. Applicant must be able to conduct on-site Inspections.  Mitchell Humphrey and Edmunds experience preferred.  Must have good customer service skills and able to interact professionally with residents, professionals, and coworkers.  Salary based on qualifications and experience.

Interested candidates should apply to this position by submitting a resume with a cover letter to Michael Foligno, Borough Administrator; [mfoligno@elmwoodparknj.us](mailto:mfoligno@elmwoodparknj.us)

The position is for 29 hours per week.

**Resumes will be accepted from August 30th until September 13th**

The Borough of Elmwood Park is an Equal Opportunity Employer.