

Township of Manalapan

ADMINISTRATION

120 Route 522 • Manalapan, NJ 07726 • 732-446-8308 • Fax 732-446-9615

Website: www.mtnj.org

Mayor

JACK MCNABOE

Deputy Mayor

SUSAN COHEN

Township Committee

MARY ANN MUSICH

ERIC NELSON

ROBERT GREGOWICZ



Township Administrator

TARA L. LOVRICH

Assistant Zoning & Code Enforcement Officer (Full Time) – Manalapan Township 35 Hour Work Week – AFSCME Union \$52,072

Manalapan Township is seeking a qualified and motivated individual to join the Planning and Zoning Department as an Assistant Zoning & Code Enforcement Officer. This position works under the direction of the Zoning and Code Enforcement Officer / Township Engineer and plays a key role in administering and enforcing local zoning regulations.

Key responsibilities include:

- Review and process zoning permit applications
- Conduct zoning inspections
- Assist with permit application review and coordination
- Support department operations, including coordination with engineering, construction, and planning staff
- Enforce zoning regulations and applicable code requirements
- Interact with the public, permit applicants, and other municipal departments and staff
- Assist with Planning Board and Zoning Board of Adjustment matters as needed
- Attend occasional court hearings and evening meetings relative to zoning / code enforcement matters

Qualifications:

- Minimum of 1 year of experience in municipal zoning, planning, permitting, or a related field
- Strong communication and interpersonal skills
- Ability to work independently and as a member of a team
- Comfortable using standard office software (e.g., Microsoft Office) and learning municipal permits systems (e.g., SDL, CPM)
- Experience with Planning Board and Zoning Board processes, code enforcement, civil / environmental engineering, and/or permitting software is beneficial, but not strictly required

Certifications:

- A valid Zoning Official Certification is preferred
- Candidates without certification must obtain it within 18 months of hire. Township may cover costs of Education and Training.

This position offers the opportunity to develop practical experience in municipal land use, zoning, code enforcement, Planning and Zoning Board operations, and municipal engineering, and to gain exposure to a variety of matters relative to permitting and development in a municipality. It provides opportunities to expand responsibilities over time consistent with Township policies and departmental needs.

Interested parties please send your resume to the Administration Office via email, info@mtnj.org