

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

Business Administrator
TARA L. LOVRICH



POSITION VACANCY

POSITION: Zoning/Planning Department
Account Clerk - Full Time

SALARY: \$39,701
AFSCME UNION

HOURS: 35 hours per week

QUALIFICATIONS:

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

Key responsibilities include:

- Assist with intake, coordination, review, and processing of zoning permit applications
- Interact with the public, permit applicants, and other municipal departments and staff
- Conduct zoning inspections and investigate violations of the Township's code
- Enforce zoning regulations and applicable code requirements
- Filing and other similar administrative tasks in support of the above

Candidate must be responsible, dependable, and organized, with strong customer service and communication / interpersonal skills, and must have the ability to multi-task and work well with the public. Candidate must be comfortable using standard office computer software (e.g. Microsoft Office). Candidate must be able to work both independently and as a collaborative member of a team. Experience in one or more of the following is preferred, but not strictly required: municipal government, planning and zoning, land use, preparation and/or processing of municipal permit applications, real estate, and/or the legal field.

This position offers the opportunity to develop practical experience in municipal land use, zoning, code enforcement, and Planning Board and Zoning Board of Adjustment operations, and also 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, in areas including but not limited to zoning, code enforcement, and the Planning Board and/or Zoning Board of Adjustment.

If interested, please send a copy of your resume to the Administration office, info@mtnj.org