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Job Specification

TECHNICAL ASSISTANT, LAND USE

DEFINITION:

Under direction, provides technical assistance to individuals in the completion of applications for land use development; advises applicants as to local and State regulations and law regarding possible uses of land; maintains and disseminates information to interested parties concerning procedures, policies, and regulations adopted by the local jurisdiction regarding its present and future land use development; does other related work.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Receives and processes applications for subdivisions, site plans, conditional land uses and variances, guiding the applicants through the process.

Determines the proper agency to conduct hearing and rule on the applications submitted for approval.

Prepares and advertises the decisions of the agency with regard to the land use applications submitted.

Develops board meeting agendas taking into consideration such factors as the magnitude and complexity of the applications submitted and the mandated time frames allotted for reviewing and acting upon such applications.

Acts in a liaison capacity between local officials and the planning board and the board of adjustment.

Receives and reviews applications for all site plans, minor and major subdivisions and certifies as to their completeness.

Prepares a list of property owners to be served with the notice of hearings on applications for development.

Attends and participates in all meetings of both the planning board and the board of adjustment.

Explains the boards' procedures to the public and outlines the nature of and the procedures to be followed in presenting a case before the Boards.

Arranges for the preparation of the minutes of the boards' and for the verbatim transcripts of the minutes as requested and maintains copies.

Arranges for the filing of land development ordinances, master plan and amendments with the county planning board.

Issues certificates showing approval of subdivisions by the appropriate agency or agencies.

Issue certificates indicating failure of planning board to act within prescribed statutory time limitations.

Maintains all application forms.

Answers all inquiries dealing with the activities of the Boards.

Handles all correspondence for the Boards.

Supervises the maintenance of all maps, records, and files relating to the work of the Boards.

Reviews proposed construction plans of developers to determine if proposed use of the land conforms to local ordinances.

Refers potential construction planning problems to the appropriate local official for resolution.

May review plans with engineers, attorneys, realtors or homeowners, advising them of local land use, zoning and planning regulations.

May review the State of New Jersey regulations with prospective developers with regard to local land use.

May visit the proposed land use site to better comprehend the planned construction or possible changes.

Advises local officials of possible problems, which might occur due to the implementation land use plans.

Prepares reports on site plan/subdivision applications for the review by both the Planning Board and the Board of Adjustment.

Prepares resolutions of approval regarding site plan/subdivision applications for consideration by the Planning Board when formal action is required.

Reviews reports from various committees, professional and outside agencies with regard to pending site plan/subdivision applications.

Transmits all site plan/subdivision documents for review by various agencies and professional staff, reviews reports received and distributes copies.

Transmits all bonding and inspection fees received on applications to the appropriate agency.

Check files when requested for various information required concerning compliance with approvals, approval dates and/or conditions imposed.

Prepares and maintains statistics regarding residential and commercial development in the jurisdiction.

Prepares annual reports of the activities of the local Planning Board and Board of Adjustment.

Maintains copies of all rules and regulations and amendments thereto relating to local land use.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EXPERIENCE:

Three (3) years of experience in the application and interpretation of rules and regulations regarding local zoning

and/or land development matters, or experience in reviewing plans for commercial, industrial or residential land development, or in municipal, county, regional or state planning.

NOTE: Applicants who do not possess the required experience may substitute education at an accredited college or university for the experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of the procedures and regulations related to the work of the Board of Adjustment and/or Planning Board, after a period of training.

Knowledge of the concepts and principles of land use planning.

Knowledge of preparation of statistical and other reports containing findings, conclusions, and recommendations.

Knowledge of provisions of the local planning and zoning ordinances.

Ability to read, interpret and apply the state and municipal laws, rules and regulations applicable to land use and development.

Ability to analyze and interpret the local zoning and planning ordinances and other local ordinances that apply to land use development.

Ability to prepare reports containing findings, conclusions, and recommendations.

Ability to explain and interpret agency rules, regulations, and procedures concerning land use development to various individuals.

Ability to establish and maintain cooperative working relationships with those whom conducts business with the agency.

Maintain records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: LG - 06904 DTJ 8/30/00

This job specification is for local government use only.

12-8-86
DISC 68-29

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