

Land Use Administrator – Borough of Metuchen

Metuchen is a Borough of 2.8 square miles, located in Middlesex County, with a population of approximately 15,000. Metuchen has a vibrant downtown with a stop along the Northeast Corridor having direct access to NYC.

The Land Use Administrator will be responsible for the coordination of all Planning and Zoning Board applications within the Borough. Qualified candidate will serve as the secretary for the Planning and Zoning Boards, which requires attendance at up to potentially 3 night meetings each month, depending on application volume. The position requires receiving, tracking, and assisting in the determination of completeness of all Board applications. The candidate must possess excellent oral and written communication skills along with exceptional organizational management capabilities. They will be responsible for the coordination of Board meetings, including establishing agendas as well as interfacing with Board professionals and members.

Duties for the role include, but are not limited to, the following: management of all facets of land use applications from preliminary applications to approvals and follow up on resolution compliance review, as well as administration of all finalized documents; maintain and manage all escrow accounts, performance, and maintenance bonds that are associated with land use applications; prepare meeting minutes and respond to OPRA requests that pertain to land use; and serve as a liaison with the Zoning Official and the Construction Department to ensure efficient and effective land use process, including receiving, maintaining, and assisting in the issuance of zoning and other permits.

The position requires 3 to 5 years of Planning & Zoning Department experience, a high school diploma (associate or bachelor's degree preferred), knowledge of Edmunds system, and proficiency with Microsoft Word and Excel. Offer of employment is contingent upon completion of a background check. Please email resume to the Borough Administrator at mperilstein@metuchen.com with the subject 'Land Use Administrator Position.' Resumes will be accepted until July 30, 2023.

The Borough of Metuchen is an Equal Opportunity Employer.