

Land Use Administrator, Borough of Metuchen

Metuchen is a Borough of 2.85 square miles located in Middlesex County, with a population of approximately 15,000 people. Metuchen has a vibrant downtown district including a popular Northeast Corridor train stop to NYC.

The position of Land Use Administrator will be responsible for the coordination of all Planning and Zoning Board applications. The qualified candidate will be the Planning and Zoning Board secretary, which requires attending 2 or 3 evening meetings per month depending on application volume. The position requires receiving, tracking, and determining completeness of board applications. The candidate must possess excellent oral and written communication skills along with exceptional organizational management capabilities. They will be responsible for coordination of board meetings including establishing agendas for the Planning and Zoning Boards, as well as interfacing with board professionals and members.

Duties for the role also include, but are not limited to: management of all facets of land use applications, from preliminary applications to approvals to follow up compliance review and administration of finalized documents; maintaining and managing all escrow and bond maintenance accounts associated with land use within the Borough, including return of bonds and escrow closures; keeping up to date meeting minutes; responding to OPRA related requests that pertain to land use; serving as liaison with Zoning Official and Construction Code department to ensure efficient and effective land use process.

For this position, 3 to 5 years of Planning/Zoning department experience is preferred. HS Diploma required, associate or bachelor's degree preferred. Knowledge of Edmunds system and proficiency with Microsoft Word and Excel required. Offer of employment is contingent upon completion of a background check. Please submit all resumes to the Borough Administrator, mperilstein@metuchen.com, with subject 'Land Use Administrator.' Resumes will be accepted until January 15, 2024.

The Borough of Metuchen is an Equal Opportunity Employer.