



THE BOROUGH OF ROSELLE PARK

N E W J E R S E Y

110 EAST WESTFIELD AVENUE, ROSELLE PARK, NJ 07204

WWW.ROSELLEPARK.NET

ANDREW J. CASAIS, RMC, QPA
BOROUGH CLERK /
QUALIFIED PURCHASING AGENT
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May 6, 2019

TO: General Public
Mayor Joseph Signorello III
Members of Borough Council
Kenneth P. Blum, Jr., CMFO, Chief Financial Officer
Frank Genova, Director of Code Enforcement
Loren Harms, Chairman, Municipal Land Use Board

RE: **NEW:** Employment Advertisement – Full-Time Control Person & Land Use Board Clerk

CONTROL PERSON (TECHNICAL ASSISTANT)
& MUNICIPAL LAND USE BOARD CLERK
BOROUGH OF ROSELLE PARK

Position Requirements: Must be a highly motivated, organized, detail-oriented office professional with general office skills. Must have the ability to understand, remember and carry out oral and written directions with little direct supervision. Proficiency in Microsoft Office applications including, but not limited to Word, Excel, and Outlook is required. Experience in related municipal government positions is highly preferred. Experience with the Spatial Data Logic program and possession of a New Jersey Technical Assistant, Board Secretary, or Land Use Administrator Certification is a plus.

Hours: 35 hours per week; Monday through Friday + evening Board meetings (at least once per month).

Salary: \$20,000.00-\$50,000.00 per annum + \$2,521.01 annual stipend as Municipal Land Use Board Clerk dependent on qualifications.

Key Responsibilities: Both positions require continued and frequent interaction with the public. Likewise, as Land Use Board Clerk a successful applicant will prepare meeting notices, minutes, agenda and all other necessary paperwork required for monthly meetings. As Control Person, will assist with scheduling of inspections, as well as the intake and administrative processing of building permit applications, complaints and inquires (*further described on next page*).

Employment Applications are available at www.rosellepark.net/forms and should be submitted and received no later than June 7, 2019 to Andrew J. Casais, RMC, Borough Clerk, Borough of Roselle Park, 110 East Westfield Avenue, Roselle Park, NJ 07204; or via e-mail to acasais@rosellepark.net. Applicants may also include a cover letter and resume if desired.

The Borough reserves the right to fill the position before the filing deadline.

FOR NOTIFICATION PURPOSES:

Post: Borough Bulletin Board
Borough Website
TV-34 CATV
New Jersey State League of Municipalities Website

Detailed Job Description - Control Person:

General Description: Under general supervision, to assist engineers, architects, contractors, homeowners and others by providing routine and technical information related to the issuance of building permits; to provide technical information regarding routine building code requirements and ordinances; to assist the public in completing applications and other required forms; to track permit applications received as they proceed through interdepartmental processes; and to perform other duties as required.

Duties: The duties of the position of Control Person shall include but in no way limited to the following:

1. Courteously answer questions from the public regarding permit application procedures.
2. Answer Construction Department telephones to assist the public with construction permit issues.
3. Review submitted permit applications for completeness.
4. Contact homeowners/contractors for additional permit information, if needed
5. Schedule sub-code permit inspections and forward inspection request to sub-code officials.
6. Enter results of sub-code inspections into the computer system.
7. Once permit applications are reviewed by sub-code officials, input information into system and generate permits.
8. Collect permit fees and issue approved permits.
9. Input permit and other fees collected into the computer system.
10. Collect fees and schedule appointments for Certificate of Occupancy inspections.
11. Prepare, mail and file Certificate of Occupancy/approval for fully inspected and completed permits
12. File open and closed permit applications.
13. Prepare and send notices of violations and penalties as requested by the Construction Official
14. Prepare correspondence for Construction Official.
15. Prepare monthly, quarterly and yearly reports regarding construction permit and DCA fees for municipality and State.
16. Gather and submit information for OPRA requests.
17. Order and maintain supplies for construction office.
18. Perform such other duties as the Construction Official, Zoning Officer, Director of Economic Development or Mayor and Council may require, order or direct.

Detailed Job Description – Municipal Land Use Board Clerk:

This position provides administrative and clerical support to the Municipal Land Use Board, Zoning Officer, Director of Economic Development and Development Review Board. The planning and zoning assistant is responsible for assisting applicants, processing development applications, scheduling meetings and hearings, and coordinating distribution of correspondence and materials

Duties: The duties of the position of Municipal Land Use Secretary\Clerk shall include but in no way shall be limited to the following:

1. Attend all Land Use Board meetings and public hearings in order to take minutes and handle paperwork during the meetings.
2. Keep and place on file the minutes of all Board proceedings and decisions. The official minutes shall comply with applicable statutes and regulations.
3. Send notice of meetings and public hearings to newspaper of general circulation.
4. Monitor plan review deadline(s).
5. Ensure that the timeliness of regulatory and all other deadlines are met.
6. Prepares reports, narratives, and correspondence as needed.
7. Monitor Escrow Agreement amounts for appropriate levels of funding as based upon estimated work, pursuant to N.J.S.A 40:55D-53.2(c)(7) and work with the Borough CFO and the applicant to replenish escrow levels.
8. Other duties as assigned.