

**DEPARTMENT**

**OF**

**COMMUNITY DEVELOPMENT  
& ENFORCEMENT**

**Division of Land Use Regulation  
(Planning Board,  
Zoning Board of Adjustment  
& Rent Leveling Board)**

**TOWNSHIP OF JACKSON  
2007 BUDGET**

DEPARTMENT NAME:  
**PLANNING& ZONING**

DEPARTMENT BUDGET CODE:  
**7-01-21-183-000**

NARRATIVE SUMMARY

**A. GENERAL DUTIES**

- \* SEE ATTACHMENTS FOR EACH EMPLOYEE JOB SPECIFICATION SHEET.**

**RICHARD MEGILL- ZONING OFFICER / ADMINISTRATOR FLOOD  
PLAIN MGMT.  
JANICE KISTY- PLANNING BOARD SECRETARY  
ANTONIA SEMPKOWSKI- SENIOR CLERK TYPIST  
DAWN D'AGOSTINO- SENIOR CLERK  
SAMANTHA NOVAK- CLERK**

**B. SPECIFIC ACHIEVEMENTS FOR 2006**

**Achievements 2006**

- 1. Increased # of permits issued and shortened length of time issued.**
- 2. Utilized certified Assistant Zoning officer.**
- 3. Serviced the residents by having an open door policy.**
- 4. Set into place public inquiry faxed system with response issued same day or next business day with exception of emergencies done right away. Total (#500 written inquiries with answered response also # 314 phone calls all received and answered for year. not including counter questions)**
- 5. As Flood Zone Administrator I have been answering flood zone certification requests in a timely manner.**
- 6. Attempted to correct deficiencies in computer system "Zoning Manager" between our office and Building Dept.**
- 7. Kept communications open with inter-departments and Township professionals to help as needed.**
- 8. Assisted the Tax Assessor with the access to files needed for new block/lot system and tax map update.**
- 9. Upgraded computer system to include GIS and Email Systems.**

**(PLEASE ATTACH UPDATED TABLE OF ORGANIZATION)**

**ALL BUDGETS MUST BE SIGNED BY DEPARTMENTS HEAD/CHAIRPERSON  
I HEAREBY APPROVE MY DEPARTMENT'S /BOARD'S BUDGET AS HERETO  
ATTACHED.**

*Richard Megill*  
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**TOWNSHIP OF JACKSON  
2007 BUDGET**

DEPARTMENT NAME:  
**PLANNING & ZONING**

DEPARTMENT BUDGET CODE:  
**7-01-21-183-000**

NARRATIVE SUMMARY

A. OBJECTIVES FOR 2007

**Objectives 2007**

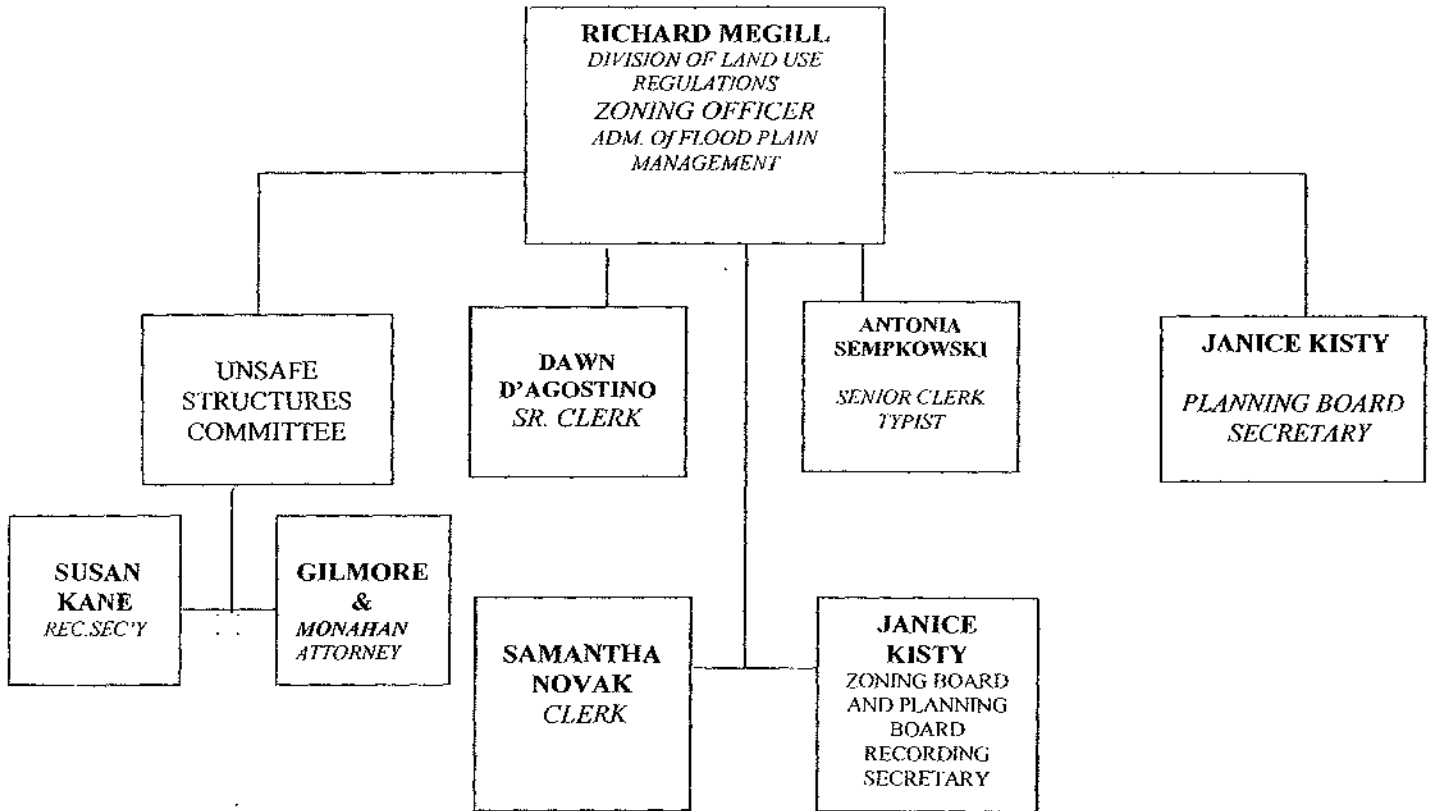
1. **Amend land use code 109 to use building envelope setbacks for accessories structures to help lessen the need for possible variances in addition to allow Zoning officer to have the right to establish setback line for surveys with out building envelope shown providing there are no life safety issues.**
2. **To amend chapter 109 per memo dated September 29, 2006 (see attached)**
3. **Increase the fees for zoning permit, subdivisions, site plan and variances to justify the operation of the Planning and Zoning Office.**
4. **Delete zoning permit requirement for oil and propane tank removal/installation, AC units, which will pass on savings to general public.**
5. **Appoint Janice Kisty as Certified Assistant Zoning Officer (with no salary adjustments)**
6. **As always to work with Inter- Departments and public to advise and help in any way for the better of the Township.**

**(PLEASE ATTACH UPDATED TABLE OF ORGANIZATION)**

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**DEPARTMENT OF PLANNING AND ZONING**



## TOWNSHIP OF JACKSON

DEPARTMENT NAME: PLANNING/ZONING BOARD

DEPARTMENT CODE: 7-01-21-183-010

TITLE	NAME	2006 SALARY	2007 DEPARTMENT HEAD REC.	2007 TWP. ADMIN. REC. IC            CAP            OC	2007 FINAL
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ZONING OFF./CODE ENF. CODE ENF.	R. MEGILL	\$73,034			\$75,736
LONGEVITY 10%		\$7,303			\$7,574
<b>TOTAL</b>		<b>\$80,337</b>			<b>\$83,310</b>

PLANNING BD. SEC. FT	J. KISTY	\$33,326			\$34,559
<b>TOTAL</b>		<b>\$33,326</b>			<b>\$34,559</b>

SR. CLERK	D. D'AGOSTINO	\$30,077			\$31,427
<b>TOTAL</b>		<b>\$30,077</b>			<b>\$31,427</b>

CLERK	S. NOVAK	\$27,046			\$28,396
<b>TOTAL</b>		<b>\$27,046</b>			<b>\$28,396</b>

SR. CLERK TYP.	A. SEMPKOWSKI	\$32,282			\$33,632
<b>TOTAL</b>		<b>\$32,282</b>			<b>\$33,632</b>

BD. SEC./ZONING \$120 PER MEETING 13 MEETINGS	J. KISTY	\$1,560			\$1,560
<b>TOTAL</b>		<b>\$1,560</b>			<b>\$1,560</b>

BD. SEC./PLANNING \$120 PER MEETING 25 MEETINGS	J. KISTY	\$3,000			\$3,000
<b>TOTAL</b>		<b>\$3,000</b>			<b>\$3,000</b>

OVERTIME		\$500			\$0
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\$213,754 BUDGETED IN 2006.

<b>GRAND TOTAL:</b>		<b>\$208,128</b>			<b>\$215,884</b>
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## Job Specification 04338

### ZONING OFFICER

#### DEFINITION

Under direction, examines the working plans of proposed buildings for their compliance with state, county, and local zoning laws, ordinances, rules, and regulations and conducts field work to ensure compliance of zoning regulations; does related work as required.

**NOTE:** The definition and 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:

Examines working plans of proposed structures for compliance with state, county, and local zoning laws, ordinances, rules, and regulations.

Reads and corrects final plans.

Consults with architects, owners, and contractors on compliance problems.

Conducts field inspections to ensure compliance with zoning regulations and applicable rules, and initiates appropriate enforcement actions against violators.

May assist in the promulgation of zoning regulations.

Prepares and supervises the preparation of reports.

Directs the establishment and maintenance of essential records and files.

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

#### REQUIREMENTS:

##### EXPERIENCE:

Three (3) years of experience in the preparation and revision of building construction plans and specifications or in the fulltime inspection and enforcement of zoning and/or building construction laws and regulations.

##### 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 provisions of the local building code and zoning ordinance after a period of training.

Knowledge of the effective means of obtaining and maintaining proper liaison between municipal authorities and private contractors.

Ability to analyze and interpret the local zoning ordinance and other local ordinances that apply to buildings, and state and county laws, rules, regulations, and policies applicable to buildings, zoning, and sanitation.

Ability to prepare clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability to achieve compliance with local zoning regulations.

Ability to learn 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, or communicate in English sufficiently to perform the 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 the 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-04338 CAH 10/21/96

This job specification is for local government use only.

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## Job Specification 07419

### SECRETARY, BOARD/COMMISSION

#### DEFINITION

Under direction, serves as the principal aide or assistant and performs complex clerical and confidential secretarial support duties related to the work of a board, commission, committee, advisory council, or similar body; does related work as required.

**NOTE:** The definition and 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:

Prepares for meetings by making arrangements for time, participants, location of meetings, distribution of copies of agendas, and the assembly of background material for agenda items to notify participants of the business and topics to be discussed at meetings.

Coordinates exchange of information between board members, staff, and applicants by selecting and organizing forms, documents, and presentation of written information to assist applicants with their requests or questions.

Writes summary of pertinent information from minutes of meeting by extracting relevant and important information and writing summary easily readable by others to preserve information and promote information exchanges between persons needing the information.

On own initiative, follows up on results of meetings by notifying applicants or others of actions taken by board members by contacting applicants by phone or letter to inform them of official action taken or determination made.

From general instructions and delegated authority or on one's own initiative, composes correspondence by answering questions pertaining to procedures for filing and complying with regulatory requirements for conducting business with a government body or representatives (for example, permits and approvals, presentation of documents, fee requirements) to relieve board and other staff members of the more routine office activities.

Receives and reads incoming correspondence, documents, or reports to screen those which can be handled personally and to forward those requiring action by board members or other staff members.

Reviews documents such as applications, permits, forms, and outgoing correspondence to verify name and address or detect missing or illegible entries to call to the attention of