



**CITY OF JERSEY CITY**  
**DEPARTMENT OF ADMINISTRATION**  
**DIVISION OF HUMAN RESOURCES**

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302  
P: 201.547.5217



**Job Opening:**  
**Zoning Specialist**

**Department:** Housing, Economic Development & Commerce (HEDC)

**Division:** Zoning

**Exempt/Non-Exempt:** Non-Exempt

**Union/Management:** Union

**Full-Time/Part-Time/Seasonal:** Full-Time

**Workweek:** Monday- Friday – 37.5 hours per week

**Salary:** \$55,000 - \$60,000 - Based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, mileage reimbursement, and more.

The City of Jersey City is seeking a dynamic Zoning Specialist for its Zoning Division. This position will work closely with the City's Zoning Officer and Assistant Zoning Officer to provide zoning oversight within the City, along with simple to complex site plan reviews and coordination between city departments. HEDC seeks an architect or urban planner familiar with or eager to learn Jersey City's zoning and land use approval process. This innovative team player must possess a background knowledge of Zoning and Planning, strong writing and communication skills, and be comfortable working with the public. This is a valuable opportunity for individuals with a strong interest in zoning and land use regulation to gain knowledge and skills in a very active zoning office.

**Job Duties:**

- Assist the Zoning Officer and staff in reviewing applications for compliance with the Jersey City Land Development Ordinance.
- Assist in Compliance reviews for applications for Certificate of Occupancy.
- Advise the Zoning Officer on current regulations under the Municipal Land Use Law and current land use case law.
- Research and analyze zoning and subdivision regulations and codes to support developing the most efficient and cost-efficient preliminary plans and conceptual site plans for residential and commercial real estate development sites.
- Assists in the preparation of case analysis, zoning ordinance revisions, and revisions to the Comprehensive Plan.
- Works in multidisciplinary teams, which may include planners specializing in urban design, transportation, environmental sustainability, housing, and economic development, as well as staff in other City departments, to advance zoning policy initiatives.



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- Prepares written reports and oral presentations for a range of audiences, including the City administration, City Council, Planning Board, and community groups.
- Attends as needed and participates in various planning-related public meetings, workshops, discussions, etc.
- Performs necessary fieldwork for the department, including zoning site inspections.
- Performs other duties as assigned.

*\*Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.*

**Required Educational Background:** A Bachelor's and/or Master's degree in Planning, Bachelor's degree in Architecture, or a related field. A New Jersey Professional Planning license or the ability to obtain one is preferred. In lieu of a degree, 2 – 3 years of work experience in a related field and/or office.

**Preferred Experience:** 1 - 2 years of experience in municipal, county, regional, or state planning or experience working in a zoning office.

**Essential Skills:**

- Knowledge of relevant Federal, State, and local laws, regulations, and procedures concerning community redevelopment, economic development, and housing rehabilitation programs.
- Ability to think critically and develop creative regulatory approaches to complex issues within the legal framework of zoning.
- Knowledge of redevelopment planning and the New Jersey Redevelopment Law.
- Ability to analyze and systematically compile technical and statistical information and to prepare technical reports.
- Ability to present, discuss, and execute innovative ideas.
- Ability to communicate effectively in oral and written forms, to interpret planning, zoning, and local ordinances to officials and the general public, and to make public presentations.
- Proficiency with Microsoft Office - PowerPoint, Word, and Excel; Knowledge of Bluebeam a plus.
- Ability to establish and maintain effective working relationships with other City of Jersey City employees, public officials, and the public.

**This is a Civil Service Job, and you must eventually pass and qualify for the applicable Civil Service title.**

**To apply for this job with the City of Jersey City, please fill out our [Employment Application](#).**

**Please note that this role is subject to the residency requirements set forth by NJ First Act.**