

BOROUGH OF HIGHLANDS, N. J.

INCORPORATED 1900

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COUNTY OF MONMOUTH

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RICHARD W. O'NEIL
MAYOR

KIMBERLY GONZALES
ADMINISTRATOR

BONNIE BROOKES
BOROUGH CLERK

Part time Code Enforcement Officer

The Borough of Highlands, Monmouth County is seeking an individual for the part-time position of Code Enforcement Officer. Valid driver's license required. The ideal candidate should be able to identify a diverse cross section of property code violations. The candidate will conduct field inspections and special investigations to ensure compliance of various municipal ordinances and will initiate and enforce rules and regulations in relation to enforcement of municipal ordinances. Preparation of specific reports while establishing and maintaining accurate records and files is a must. The candidate must be proficient with a computer and have experience using Word and Excel programs and be able to fully understand a code enforcement system. Salary dependent on qualifications and experience. Please submit a cover letter, resume and copies of current license to Kim Gonzales, Borough Administrator. Application with NJ Civil Service will be required. kgonzales@highlandsborough.org or Kim Gonzales, Borough Administrator 42 Shore Drive Highlands, NJ 07732 no later than 11/30/2018