

Shrewsbury Borough
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Job Description:

The Borough of Shrewsbury is currently accepting applications for a part-time **Technical Assistant to the Construction Official (TACO)**. This position provides essential administrative and operational support to the Borough's Construction Department and serves as a key liaison between the public, the Construction Official, the Zoning Officer, and the Borough Engineer. This is a **part-time position**, up to **25 hours per week**, with **hourly compensation based on experience**.

Qualifications:

The ideal candidate will have strong organizational, communication, and computer skills, with the ability to manage multiple priorities in a fast-paced environment.

Certification as a TACO through the State of New Jersey is preferred but not required at the time of hire. **Certification must be obtained within one year of appointment.**

Prior experience in a municipal construction office or similar setting and familiarity with **Spatial Data Logic (SDL)** or comparable permitting software preferred.

Responsibilities include but are not limited to:

- Providing administrative support to the Construction Official
- Assisting residents, contractors, and professionals with inquiries and applications
- Coordinating with the Zoning Officer and Borough Engineer on construction-related matters
- Maintaining and organizing electronic and paper records
- Utilizing SDL software for departmental operations
- Ensuring compliance with applicable regulations and internal procedures

To Apply:

Interested applicants should email a resume to mregan@shrewsburyboro.com with "TACO position" in the subject line.

