



# Township of Edgewater Park

400 Delanco Road

Edgewater Park, NJ 08010

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## Seeking Applicants for Joint Land Use Planning Board Secretary by April 14, 2022

### Detail News:

### JOINT LAND USE PLANNING BOARD/SECRETARY POSITION

Seeking experienced Joint Land Use Board Secretary; experience as a Board secretary preferred. The position is a part-time, non-competitive position. The Secretary is appointed by the Planning Board and requires attendance at night meetings at least once per month. The Board Secretary prepares and distributes agendas, minutes, application packets for Board members and Board professionals; handles Board correspondence; operates sound-recording equipment at meetings and/or operates video conference software for Board meetings and technical review meetings; prepares documents for posting on Township website; maintains escrow accounts and billings; coordinates exchange of information between board members, professionals, staff, and applicants; organizes forms, documents; answers questions and provides general instructions to applicants; filing; must be highly organized, proficient in the use of Microsoft Office programs; ability to read, write, speak, understand, and communicate English sufficiently to perform the duties of the position. If the person selected is currently an Employee of the Township and member of the CWA, the compensation is set by the Planning Board with the expected amount of \$5730 annually, with such COLA increases as are provided for in the existing CWA contract with the Township. Consistent with the compensation for the position, no overtime, compensatory time or flex time will be paid or allowed for performance of these duties.

The Applicant must pass a background check and pre-employment physical, including drug screening. Interested persons should complete an application and submit a resume via email or by hard copy to the Township by no later than Thursday, April 14, 2022, at 4:30 P.M. at the Edgewater Park Municipal building, 400 Delanco Road, Edgewater Park, NJ 08110. *Preference given to Township residents.* The Township of Edgewater Park is an Equal Opportunity Employer. If you need reasonable accommodations to apply for the position due to a disability, please call 609-877-2050, x350.