

TOWNSHIP OF SCOTCH PLAINS

JOB OPPORTUNITY

ZONING BOARD OF ADJUSTMENT AND PLANNING BOARD SECRETARY, Township of Scotch Plains is seeking a dedicated and responsible person, for the part-time position of Land Use Secretary for the Zoning Board of Adjustment and Planning Board. Excellent administrative, writing, interpersonal communication and multi-tasking skills required. Responsible for all agendas, minutes and follow up/organization, recording receipt of applications and applicable fees. In addition to working part time during the work week; attendance at night time meetings (several times a month) for the Boards are required. Interested candidates should possess either a Land Use Board Secretary certification or if not be willing to obtain. Submit cover letter and resume with salary history to: Alexander Mirabella, Municipal Manager, Township of Scotch Plains, 430 Park Avenue, Scotch Plains, NJ 07076 and/or email to amirabella@scotchplainsnj.com (908) 322-6700, ext. 313.