



THE TOWNSHIP OF BRIDGEWATER

JOB POSTING

Title of Position: Secretary "B"

Reports to: Director of Municipal Services

Responsibilities and Duties

- The Municipal Services Department integrates the Engineering, Sewer Utility, Public Works, Fire Safety, Planning, Zoning, and Code Enforcement Divisions.
- This position will directly support the Planning and Zoning Divisions, the Township Planner / Planning & Zoning Board Secretary, and Township Zoning Officer, providing back-up support for the other divisions as necessary to support the Director of Municipal Services and overall Department needs.
- Coordinate the activities of the Planning and Zoning Boards such as scheduling & advertising meetings, preparing meeting agendas & minutes, and interfacing with applicants to receive, prepare and distribute packages to Board members, consultant reviewers, and in-house reviewers.
- Attend night meetings for the Planning and Zoning Boards.
- Track the status of applications and reviews.
- Answer and direct phone calls.
- Perform department filing.
- Receive, log, and distribute mail and receivables.
- Assist with department invoicing, budget preparation, and annual reporting.
- Request, distribute, assemble review comments and track status of Developer's Agreements.
- Assist with processing of OPRA requests.
- Provide assistance to the public and other Township Departments in person, phone, and email.
- Performs other duties as assigned.

Qualifications

Good working knowledge of Microsoft Office (Word and Excel), a High School diploma are required. Possess the ability to work independently, as well as with municipal boards, other municipal employees, and municipal officials. Have excellent verbal and written communication skills.

Compensation: \$29,890.06 to \$49,559.40

Grade: B

Union: BMEA

Work Hours: Monday through Friday 9:00 a.m. to 5:00 p.m. and nighttime meetings.

If interested, please fill out an application available on our website at under "Employment Opportunities" with a resume and email to: www.personnel@bridgewaternj.gov.

Posting: 10/9/2018

Closing: 10/24/2018

An EEO Employer M/F/H/V