



THE TOWNSHIP OF BRIDGEWATER

100 COMMONS WAY / BRIDGEWATER, N.J. 08807
908/725-6300 / FAX # 908/725-3365

JOB POSTING

POSITION:	SECRETARY "B"
POSTING DATE:	05/07/2019
CLOSING DATE/TIME	05/22/2019 at 5:00 pm (Eastern)
JOB TYPE:	Full-time
REPORTS TO:	Director of Municipal Services
UNION:	Bridgewater Municipal Employees Association (BMEA)
SALARY GRADE & RANGE	Grade: B Salary Range: Minimum: \$30,487.86 / Maximum: \$50,550.59
WORK HOURS:	Monday through Friday, 9:00 AM – 5:00 PM, and night meetings (4 times per month)

RESPONSIBILITIES AND DUTIES

- Provide support to the Planning & Zoning Divisions, Township Planner / Planning & Zoning Board Secretary and Township Zoning Officer.
- Provide back-up support to other divisions as necessary to support the Director of Municipal Services and overall needs of the department.
- Coordinate activities of the Planning and Zoning Boards, such as scheduling & advertising meetings; preparing meeting agendas & minutes; interfacing with applicants to receive, and prepare and distribute packages to Board members, consultant reviewers and in-house reviewers.
- Attend night meetings for the Planning and Zoning Boards.
- Track status of applications and reviews.
- Answer and direct telephone calls.
- Perform department filing.
- Receive, log and distribute mail and receivables.
- Assist with department invoicing, budget preparation and annual reporting.
- Request, distribute, and assemble review comments and track status of Developer's Agreements.
- Assist with processing Open Public Records Act (OPRA) requests.
- Provide assistance to the public and other Township Departments in person, on the phone or via email.
- Perform other duties as assigned.

QUALIFICATIONS

- High School diploma / equivalent and/or experience supplemented by secretarial school training
- Minimum of five years work related experience
- Thorough knowledge of secretarial practices and procedures, including keyboarding and transcribing notes and statements
- Thorough knowledge of business English. Spelling, math, vocabulary, and grammar resulting in preparing effective correspondence
- Knowledge of Microsoft Word and Excel
- Excellent telephone skills
- Ability to write basic correspondence and reports; perform basic calculations; analyze data and/or reports; conduct research; and prepare training schedules and calendars

SUPPLEMENTAL INFORMATION

- Terms and conditions of employment will be governed by the applicable collective bargaining agreement.
 - **Authorization to Work:** US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.
 - **Residency Law:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all persons newly hired must establish, and then maintain, principal residence in the State of New Jersey.
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HOW TO APPLY

All applicants are required to fully complete and sign an employment application. The employment application is available at www.bridgewaternj.gov/employment-opportunities/.

To apply, submit a resume and **fully completed and signed employment application** to personnel@bridgewaternj.gov, **no later than 5:00 pm on 05/22/2019**.

AN EQUAL OPPORTUNITY EMPLOYER