



THE TOWNSHIP OF BRIDGEWATER

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

JOB POSTING

POSITION: SECRETARY A
POSTING DATE: 05/26/2021
CLOSING DATE: 06/25/2021 @ 5:00 pm (Eastern)
REPORTS TO: Director of Municipal Services
UNION AFFILITATION: BMEA
SALARY RANGE: Grade F (Minimum: \$39,959.50 / Maximum \$66345.44)
WORK HOURS: 9:00 AM – 5:00 PM, Monday – Friday and occasional attendance at night meetings when needed

EXAMPLE OF DUTIES:

1. Provide support and assistance to Director of Municipal Services and Engineering Staff.
2. Prepare and maintain department correspondence, project files, committee files, road files, mail log, etc.
3. Maintain files on development applications and bonds, block and lot, road, etc.
4. Maintain Money Tracker paperwork for sale of maps, copies, and permits; submit to Finance daily; and prepare monthly reports.
5. Operate large format printer; maintain records and reports; and call for service.
6. Enter building permits, tree permits and road opening permits into the SDL system.
7. Process OPRA requests for the department and/or division.
8. Provide support to assist the Sewer Engineer with annual billing process.
9. Assist with preparation of paperwork for submission to Council for award of contract, change orders, project close-out, etc.
10. Assist with processing of contractor and consultant payments.
11. Prepare purchase requisitions for Operational Budget; maintain records of materials obtained for staff.
12. Act as backup for Planning Board and Zoning Board of Adjustment when needed, including set-up meeting room and audio recording equipment, attend evening meetings and take and prepare meeting minutes.
13. Perform other duties, tasks and projects, as required.

QUALIFICATIONS

- High School diploma or equivalent
- Knowledge of Land Use, Engineering, Planning and Building Departments.
- Excellent organizational skills required with the ability to multi-task and meet deadlines in a fast-paced environment.
- Excellent verbal and written communication skills
- Demonstrated ability to provide excellent customer service
- Demonstrated proficiency with Microsoft Word, Excel, PowerPoint, and Outlook

SUPPLEMENTAL INFORMATION

- **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 https://www.bridgewaternj.gov/wp-content/uploads/2020/01/Bridgewater-Township-Employee-Application_2019.11.20.pdf**.

To apply, submit a resume and completed and signed employment application to personnel@bridgewaternj.gov, **no later than 5:00 pm on 06/25/2021**. Please put **“SECRETARY A POSITION”** in the subject line of the email.

AN EQUAL OPPORTUNITY EMPLOYER