



THE TOWNSHIP OF BRIDGEWATER

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

JOB POSTING

POSITION: CONFIDENTIAL ADMINISTRATIVE ASSISTANT/DEPUTY ZONING OFFICER

POSTING DATE: 08/19/2021

CLOSING DATE: 09/10/2021 @ 5:00 pm (Eastern)

REPORTS TO: Director of Municipal Services

UNION AFFILITATION: None

SALARY RANGE: Grade M (Minimum: \$52,612.00 / Maximum \$87,259.33)

WORK HOURS: 9:00 AM – 5:00 PM, Monday – Friday and occasional attendance at night meetings when needed

EXAMPLE OF DUTIES:

1. Serves as confidential Assistant to the Director of Municipal Services. Works with the Director of Municipal Services in the preparation of grievance responses, negotiation materials with applicable bargaining units within the Department of Municipal Services.
2. Prepares and maintains confidential personnel files related to performance reviews and disciplinary matters for the Director of Municipal Services.
3. Prepares and maintains correspondence, calendar and other confidential matters for the Director of Municipal Services.
4. Responsible for processing OPRA requests for the Department.
5. Serves as Deputy Zoning Officer.
6. Serves as back-up for the Land Use Coordinator/Secretary of the Planning Board and Zoning Board of Adjustment due to their absence.
7. Performs other duties as assigned by the Director of Municipal Services.

QUALIFICATIONS

- High School diploma or equivalent
- Knowledge of Land Use, Engineering, Planning and Building Departments preferred.
- 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
- Applicants will need to hold the zoning official certification or attain the certification within the first year of employment.

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 09/10/2021**. Please put **"SECRETARY A POSITION"** in the subject line of the email.

AN EQUAL OPPORTUNITY EMPLOYER