



## THE TOWNSHIP OF BRIDGEWATER

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

### JOB POSTING

<b>POSITION:</b>	OFFICE MANAGER/ SENIOR TECHNICAL ASSISTANT
<b>POSTING DATE:</b>	02/29/24
<b>CLOSING DATE:</b>	03/31/24 @ 5:00 pm (Eastern)
<b>JOB TYPE:</b>	Full-Time
<b>REPORTS TO:</b>	Construction Official
<b>UNION AFFILIATION:</b>	None
<b>SALARY RANGE:</b>	Grade L (Minimum: \$52,957.93 / Maximum \$87,842.79)
<b>WORK HOURS:</b>	9:00 AM – 5:00 PM, Monday – Friday

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Under the direction of the Construction Official, responsibilities include, but are not limited to, Management of the Code Enforcement Office, administering and processing applications for Construction Permits, determining the category of work the job falls into, Fee Calculation, Permit Issuance, Scheduling Inspections, Issuance of Certificate of Occupancy, Prepare Reports, Supervise Technical Assistant Personnel, and perform other related duties.

### MINIMUM REQUIREMENTS

- Possession of a valid New Jersey Technical Assistant Certification preferred.
- Knowledge of the New Jersey Uniform Construction Code.
- Five years' experience as a full-time Technical Assistant preferred.
- Office Manager Experience preferred.
- Possession of a valid New Jersey driver's license.
- Strong customer service skills and the ability to work professionally with municipal officials, contractors and the general public to offer sound and accurate information in a customer focused environment.
- Strong communication skills.
- Strong computer skills.
- Ability to multitask in a busy environment.
- Experience with SDL is strongly preferred.

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### 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

To apply, submit a resume and completed and signed employment application to [personnel@bridgewaternj.gov](mailto:personnel@bridgewaternj.gov), **no later than 5:00 pm on March 31, 2024**. Please put "Office Manager/Senior Technical Assistant" in the subject line of the email. The employment application is available at [https://www.bridgewaternj.gov/wp-content/uploads/2023/05/Fillable\\_Bridgewater-Township-Employee-Application\\_2023.pdf](https://www.bridgewaternj.gov/wp-content/uploads/2023/05/Fillable_Bridgewater-Township-Employee-Application_2023.pdf)

**AN EQUAL OPPORTUNITY EMPLOYER**