

BOROUGH OF WATCHUNG
P/T Board Clerk for Planning and Zoning Boards

The Borough of Watchung is looking for a Part-Time Clerk/Secretary for the Planning and Board of Adjustment and to provide assistance to the Building Department.

Primary responsibilities include, but are not limited to, processing applications for both Boards, collecting escrows, drafting agendas and maintaining the minutes for both Boards. Must be able to attend ALL meetings, generally held twice a month in the evenings. Experienced in Land Use is a major plus; ideal Candidate will possess or be willing to obtain a Board Secretary Certificate. Knowledge of Spatial Data Logic and Edmunds software preferred. Other responsibilities would include providing assistance to the Construction and Building Department. Salary range is \$30,000 - \$45,000/year and is commensurate with experience, approximately 25/hours week. The Borough of Watchung is an Equal Opportunity Employer. Interested applicants should send cover letter, resume **and** salary requirements to employment@watchungnj.gov. The Borough reserves the right to conduct interviews as applications are received.