

BOROUGH OF ROSELLE, UNION COUNTY

JOB POSTING

Title: Zoning Board Secretary
Location: Zoning Board of Adjustment
No. of Positions: 1

Opening Date: February 3, 2016

Closing Date: February 20, 2016

The Zoning board of Adjustment (the “Board”) is soliciting applicants for the position of secretary to the Board. Under the direction of the Board, the Secretary is responsible to provide administrative and financial support services to the Board, including attending all Board meetings, preparation of agendas and applications for distribution, recording of minutes, and managing the daily operations of the board and other related work, as required. Experience as zoning and/or planning board secretary preferred. Three to five years of secretarial experience preferred

Application can be obtained in Borough Hall or send resume, and salary history and references to Jo-Ann Drake, 210 Chestnut Street, Roselle, NJ 07203, joanne.drake@boroughofrosette.com

Roselle is an equal opportunity employer who fully and actively supports equal access for all people regardless of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.