



PLANNING BOARD/BOARD OF ADJUSTMENT SECRETARY – COLTS NECK

Colts Neck Township has an immediate opening for a part-time Secretary to support the Township's Planning Board and Board of Adjustment. Successful candidate will be responsible for the sound administration of accepting Planning and Zoning applications and providing administrative support to the respective boards. Support includes but is not limited to the preparation of agendas and meeting packets, attending monthly meetings, and preparing and distributing meeting minutes. Will also provide clerical support to the Township Planner.

Qualifications required include exceptional organization and writing skills, ability to communicate with various professionals and members of the public, and strong computer skills preferably in the use of Microsoft Office.

For consideration, complete the Township's employment application and submit to Kathleen Capristo, Township Administrator, via email to kcapristo@coltsneck.org. Deadline for applying is January 15, 2023.

Colts Neck Township is an Equal Opportunity Employer.