

EAST AMWELL TOWNSHIP

1070 Route 202/31

Ringoes, NJ 08551

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January 3, 2018

JOB POSTING

Planning Board Administrator

Job Description: Administrative Services for the East Amwell Township Planning Board. Seeking an experienced individual with strong secretarial and writing skills and able to work independently. Candidate must be able to assist the public in processing various land management related applications and must be able to interact with government agencies' staff. A familiarity with the Municipal Land Use Law is also beneficial.

The position may involve up to 10+ in-office hours per week and attendance at monthly evening meetings with minute and agenda preparation.

Salary Range: \$17.13-29.19 per hour for this part time position without benefits. (Hiring Rate DOQ)

You may request an application and job description by email sent to tstahl@eastamwelltownship.com or by mail at 1070 Route 202/31, Ringoes, NJ 08551; if interested, provide a fully completed application with signature. A cover letter and resume may be submitted with the application. All information must be provided on the application. Information on the resume but not provided on the application will not be considered. Position will remain open until filled.