

**PART-TIME LAND USE BOARD SECRETARY/PRINCIPAL
ADMINISTRATIVE ASSISTANTS TO TOWNSHIP CONSULTING
ENGINEER/CONSTRUCTION OFFICIAL**

The Township of East Hanover is seeking two experienced and highly motivated office professionals with excellent communications and customer service skills. The candidate should possess at least 5 years experience working in a professional office atmosphere and be willing to work on a part-time basis (approx. 20-25 hrs p/week no benefits). Experience working for a Land Use/Planning Office is desired but not required. Candidates must be reliable, detail oriented and organized, capable of handling multiple tasks. Requires attendance at Land Use Board meetings at least two evenings per month and any special meetings as required.

This position requires decision making and good organization skills including technology/typing skills as a regular and essential part of the job. Entails varied work requiring ability to make unsupervised determinations. Knowledge of departmental operations and technical terms is necessary. Subject matter is varied and confidential. Duties require public contact and contact with other outside agencies.

This position requires that candidate can work independently with little supervision.

Duties and direction as may be assigned by Land Use Board Chairman, Land Use Board Attorney, Township Consulting Engineer, Construction Official and/or Township Administrator with said duties to include but not be limited to the following:

Duties

Create and maintain all required files for Land Use Board including those of traditional Planning Board and Board of Adjustment applications to provide orderly and accurate records of applications, resolutions and correspondence.

Process information, forms and reports which may be of a confidential nature and which requires general knowledge of municipal land use laws and some of the technical aspects of departmental operations.

Handles assigned correspondence, composes letters as directed, or routine correspondence including open public records act requests.

Checks accuracy and completeness of records, forms, documents and attachments according to requirements of land use ordinances. Enters, files, and classifies technical information into records by hand, computer and typing; determines classifications according to specific criteria's/ extracts information for summaries and reports as directed.

Request reports from and exchanges information with other departments and county agencies; monitor submission of required reports and forms from other departments and agencies on applications.

Attend all Land Use Planning Board Meetings (2 meetings per month in evenings) and attend all Development Review Committee meetings. Type minutes of all meetings, prepare and publish all legal notices and agendas. Prepare and distribute agendas for each Land Use Board member including the information required for each member to adequately address applications of meeting including all professionals' reports.

Create and manage escrow accounts for each application, preparing correspondence for replenishment of such accounts.

Process and deposit all moneys collected for all the various permits required in the Land Use Department (escrow fees, application fees, driveway, grading, road opening, soil moving, certificate of compliance, property owners lists, promotional/outdoor permits.)

Prepares monthly reports on all moneys collected.

Assemble the record on appeal from a Land Use Planning Board approval of a use variance as set forth in N.J.S.A. 40:550-17.

Coordinate referrals pursuant to N.J.S.A. 40:550-26.

Assist all advisory committees created pursuant to N.J.S.A. 40:550-27. Review all Zoning Permit, Driveway Permit applications.

Assist the Township experts and the Land Use Planning Board in the preparation of the Master Plan and amendments, capital improvement programs and official maps as set forth in the Municipal Land Use Act.

Assist the Township Engineer and coordinate the review of plans submitted to the Land Use Planning Board. Schedule hearings and application review processes for the Land Use Planning Board.

Coordinate the inspection of on and off-site improvements and the procedure with respect to the release of performance guaranties filed with respect thereto. Maintain escrow fund accounts with respect to plan review and inspection of improvements.

Please respond by mail or e-mail with a résumé detailing your work experience and accomplishments, a cover letter indicating why you think you are suitable for the position, a listing of professional references, and your compensation history for the last five years, detailed and specific compensation requirements to accept the position, and any other accompanying information you choose to:

**The Township of East Hanover, 411 Ridgedale Avenue, East Hanover, NJ 07936.
Attention: Township Administrator, Joseph Tempesta or e-mail to administrator@easthanovertownship.com.**

For more information about the Township visit www.easthanovertownship.com.