

## **PLANNING BOARD SECRETARY**

PLANNING BOARD SECRETARY - BOROUGH OF STOCKTON, Hunterdon County is seeking a part-time Planning Board Secretary, approx. 5-10 hrs per month, including one monthly regular evening meeting and based on Board activity. Immediate opening. Combined PB/ZBA. Add'l meetings may be required from time to time if needed. Individual shall be responsible to prepare and distribute agendas, minutes, and correspondence to members; prepare legal notices for publication in accordance with Open Public Meetings Act and Municipal Land Use Law; receive, process, and distribute all applications for development in accordance with provisions of the Municipal Land Use Law and local ordinance regulations; other duties include records and escrow account management and general departmental office duties. Prior Board Sec experience strongly preferred. Flat rate meeting plus hourly rate for non-meeting work. **Position may be expanded for add'l hours for general office tasks if desired by the prospective candidate.** Submit resume with cover letter to Michele Hovan, Administrator, Borough of Stockton, PO Box M, Stockton, NJ 08859 or by email to: stocktonclerk@aol.com.