



CITY OF PERTH AMBOY

Job Posting

TITLE:	Planning Board Secretary
SALARY:	\$186 per Meeting
DEPARTMENT:	Planning Board
DATE POSTED:	December 22, 2022
DATELINE:	January 5, 2023

The City of Perth Amboy is looking for an individual to fill a position of Planning Board Secretary. Meetings are held during the evenings of the first Wednesday of every month.

Job Description: Under direction, performs complex clerical and confidential secretarial support duties related to the work of a board, or similar body. Keeps record of items discussed at meetings in an orderly fashion. These records, also known as minutes, may cover what was accomplished, said or set at the meeting. Interprets and administers planning regulations for developers, businessmen, citizens and others interested in acquiring or improving land in the City; does related work as required.

Requirements: Basic understanding of the principles and practices involved in community planning and development. Experience with Microsoft Office applications, effective verbal and written communication, administrative skills, and knowledge of correct grammar. Ability to establish and maintain cooperative relationships with other public officials, developers, and the general public. Two (2) years of clerical experience involving the organization of office clerical processes and procedures or as a Secretary to an executive or administrative official in a public or private organization. Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

This position is open to all residents of the City of Perth Amboy who meet the eligibility requirements.

Please submit a cover letter, resume and application to the City of Perth Amboy, Personnel Office at 260 High Street, Perth Amboy, NJ 08861 or email employment@perthamboynj.org by **January 5, 2023**.

POSTED AT: ALL DEPARTMENTS

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