

Raritan Borough is seeking a Municipal Land Use Board Secretary. This is a part-time annual position, requiring approximately 10-15 hours per month with a salary of \$2,586.00. Previous experience preparing meeting agendas and transcribing minutes preferred, see full job description [attached](#). Inquire via email or phone to Lou Gara, Administrative Officer, 22 First Street, Raritan, NJ 08869, 908-231-1300, ext. 25 or lgara@raritan-nj.org.

Job Description

Job Title: Municipal Land Use Board Secretary

Note: Raritan Borough has a Joint Planning and Zoning Board

General Statement:

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. The Borough is an Equal Opportunity Employer.

General Job Summary:

The Board Secretary has the following responsibilities:

- Prepare Board Meeting Agendas
- Attend all Board meetings and hearings
- Take and keep minutes of all Board proceedings
- Send out notices of public hearings
- Maintain the Board's records

Supervision:

Directly report to the Board as an entirety

Essential functions:

- Reviews applications to ensure all necessary information and documents are included.
- Gathers information and data to answer inquiries and to prepare reports.
- Provides a variety of code services to the general public in one or more functional areas.
- Prepares reports, narratives, and correspondence.
- Maintains records and files.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- The Board Secretary shall attend all Board meetings, public hearings, and site visits in order to take minutes and handle paperwork during the meetings.
- The Board Secretary shall keep and place on file the minutes of all Board proceedings and decisions. The official minutes shall comply with applicable statutes and regulations.
- Sends notice of meetings and public hearings to newspaper of general circulation.
- Other duties as assigned.

Minimum job requirements:

Education:

High school diploma or equivalent.

Computer skills, knowledge and ability:

General typing and data entry

Preferred: knowledge of Microsoft Office

Language:

Ability to read, write and speak English

Certifications required:

None