



THE BOROUGH OF ROSELLE PARK

N E W J E R S E Y

110 EAST WESTFIELD AVENUE, ROSELLE PARK, NJ 07204

WWW.ROSELLEPARK.NET

ANDREW J. CASAIS, RMC, QPA
BOROUGH CLERK /
QUALIFIED PURCHASING AGENT
(908) 245-6222
acasais@rosellepark.net

January 9, 2019

TO: General Public
Mayor Joseph Signorello III
Members of Borough Council
Kenneth P. Blum, Jr., CMFO, Chief Financial Officer
Frank Genova, Director of Code Enforcement
Loren Harms, Chairman, Municipal Land Use Board

RE: **NEW:** Employment Advertisement – Part Time Control Person & Land Use Board Clerk

CONTROL PERSON & MUNICIPAL LAND USE BOARD CLERK **BOROUGH OF ROSELLE PARK**

Position Requirements: Must have the ability to understand, remember and carry out oral and written directions. Must be detail oriented and possess general office skills. Proficiency in Microsoft Office applications including, but not limited to Word, Excel, and Outlook is required. Experience in related municipal government positions is highly preferred. Experience with the Spatial Data Logic program and possession of a New Jersey Technical Assistant Certification is a plus.

Hours: 25 hours per week; Monday through Friday + evening Board meetings.

Salary: \$20.00 per hour + \$2,521.01 annual stipend as Municipal Land Use Board Clerk

Key Responsibilities: As Land Use Board Clerk, successful applicants will be expected to continually interact with the public in connection with applications for the Municipal Land Use Board. Likewise they will prepare meeting notices, minutes, agenda and all other necessary paperwork required for monthly meetings. As Control Person, will assist with scheduling of inspections, as well as the intake and administrative processing of building permit applications, complaints and inquires.

Employment Applications are available at www.rosellepark.net/forms and should be submitted and received no later than February 11, 2019 to Andrew J. Casais, RMC, Borough Clerk, Borough of Roselle Park, 110 East Westfield Avenue, Roselle Park, NJ 07204; or via e-mail to acasais@rosellepark.net. Applicants may also include a cover letter and resume if desired.

The Borough reserves the right to fill the position before the filing deadline.

FOR NOTIFICATION PURPOSES:

Post: Borough Bulletin Board
Borough Website
TV-34 CATV
New Jersey State League of Municipalities Website