



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
Rupen Shah, Community Center Desk Person

RE: **NEW:** Employment Advertisement – Per-Diem Community Center Desk Person

PER-DIEM COMMUNITY CENTER DESK PERSON **BOROUGH OF ROSELLE PARK**

Position Requirements: Successful applicants must understand oral and written instructions.

Hours: On an as-needed basis; No more than 30 hours per week

Wages: \$10.37 per hour

Key Responsibilities & Additional Requirements: Applicants should have experience in working with the public and/or the senior population, and should be friendly, caring, positive, patient, calm, punctual, and reliable. Key responsibilities include answering phones, greeting residents, and basic clerical work.

Employment Applications are available at www.rosellepark.net/forms or in the Office of the Borough Clerk, 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 (AA/EEO).

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