



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 CASAIS, RMC
BOROUGH CLERK
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April 26, 2018

TO: General Public
Mayor Carl A. Hokanson
Members of Council
Kenneth P. Blum, Jr., CFO

RE: **NEW:** Employment Advertisement – Economic Development Coordinator

ECONOMIC DEVELOPMENT COORDINATOR **BOROUGH OF ROSELLE PARK**

Position Requirements: Must have strong management skills, including experience with handling multiple projects at once. A successful candidate should have experience or education with matters including, but not limited to, marketing, municipal economic development, municipal land use regulations (planning, zoning, code enforcement), and transportation strategies. Excellent communication skills, and proficiency with all Microsoft Office word processing applications are required.

Hours: Not yet established; please submit availability for full-time or part-time employment.

Salary Range: Dependent on Qualifications (DOQ).

Key Responsibilities: Assist the Borough of Roselle Park by professionalizing the process of helping businesses, both current and prospective, in making Roselle Park “business friendly.” A successful candidate will: Create a consolidated and efficient experience for businesses looking to expand, or locate themselves in Roselle Park; Assist businesses in the permitting process; Assist with the redevelopment process to help secure commercial or mixed-use; Marketing the local business community to interested developers, customers, and investors.; Maintain a list of commercial locations available for rent or purchase; Research grants and programs available for business improvements; Create networking opportunities for realtors, developers and chambers of commerce; Create welcome and educational materials, as well as workshops on various topics to help local businesses; Assist with code functions of the Borough; and, monitor and report on the conditions of the local business community to the Mayor and Council.

Cover letters, résumés, proposals, and professional references should be submitted and received no later than May 31, 2018 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.

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

FOR NOTIFICATION PURPOSES:

Post: Borough Bulletin Board
Borough Website
New Jersey State League of Municipalities Website