

Township of Manalapan

ADMINISTRATION

120 Route 522 • Manalapan, NJ 07726 • 732-446-8308 • Fax 732-446-9615

Website: www.mtnj.org

Mayor
SUSAN COHEN

Deputy Mayor
ERIC NELSON

Township Committee
MARY ANN MUSICH
JACK MCNABOE
BARRY JACOBSON

Business Administrator
TARA L. LOVRICH



POSITION VACANCY

POSITION: Zoning/Planning Department
Clerk Typist - Full Time

SALARY: \$31,500
AFSCME UNION

HOURS: 35 hours per week plus bi-monthly night meetings

QUALIFICATIONS:

Job duties include but not limited to: enforcement of Township's municipal code items, zoning laws and other State laws and regulations. Candidate must be responsible, dependable, organized with strong customer service and communication skills with the ability to multi-task and work well with the public. Experience in the following is preferred: municipal government planning and zoning, preparing agendas, attending and recording meetings, preparing meeting minutes, processing applications, zoning codes and enforcement. **The successful candidate must attend bi-monthly evening meetings of the Board, serving as Recording Secretary.** Board Secretary Certification a plus and comes with additional compensation.

If interested, please contact Jeannette Toro in the Administration office jtoro@mtnj.org