

Part Time Executive Secretary Planning and Zoning Department

Job Status

Closed - no longer accepting applications

Job Closing Date

Tue, 04/30/2024 - 12:00 PM

[Back to Job Openings](#)

Montgomery Township is seeking a Part-Time Executive Secretary for the Planning and Zoning Department to provide administrative and clerical support related to zoning, permitting, enforcement, economic development and business advocacy. Responsibilities include respond to zoning inquiries, assist in processing zoning permits, provide administrative support to and attend monthly evening meetings of the Economic Development Commission and Landmarks Commission, prepare meeting minutes, respond to OPRA requests, and process purchasing invoices. Ideal candidate will possess good written and oral communications skills, proficiency in Microsoft Office and ability to learn GovPilot. 25 hours per week - Salary: \$24.92 - \$31.49 per hour. Salary commensurate with experience. EOE. Send resume to Letizia Troisi at ltroisi [at] montgomerynj.gov

General Statement of Position:

Provide administrative and clerical support related to zoning, permitting, enforcement, economic development and business advocacy. Responsibilities include respond to zoning inquiries, assist in processing zoning permits, provide administrative support to and attend monthly evening meetings of the Economic Development Commission and Landmarks Commission, prepare meeting minutes, respond to OPRA requests, and process purchasing invoices.

Job Duties and Responsibilities:

- Assist Zoning Officer with interpretation of Zoning Ordinances and answer public inquiries
- Assist in processing zoning permits using GovPilot software
- Provide administrative support to the Landmarks Commission and Economic Development Committee, including attendance at monthly night meetings
- Preparation of meeting minutes for Landmarks Commission and the Economic Development Commission, an assist in the preparation of Land Use Boards meeting minutes, when needed.
- Respond to Open Public Records Act (OPRA) inquiries.
- Process all departmental purchasing.

- Process invoices related to development applications and post to corresponding escrow accounts.
- Handle departmental mail.
- Other duties as assigned

Required Experience, Technical Skills, and Knowledge:

- MS Office: Word, Excel, Powerpoint
- **Desired Skills and Knowledge:**
- Gov Pilot permit and OPRA tracking, Geospatial mapping programs (GIS/Webmapper)
- Escrow
- Excellent customer service, written and verbal communication skills with the ability to multitask.
- Strong interpersonal skills, ability to communicate with management, supervisors and coworkers with professionalism.
- Ability to take direction well
- Ability to maintain a friendly and calm demeanor while assisting with the public
- Ability to communicate basic information regarding Planning & Zoning

- **Required Education, Certification, License:**

High School Diploma

- **Desired Education, Certification, License:**

Associates Degree

Physical Requirements:

Sitting, Standing, Lifting file boxes

- **Additional Requirements:**

- Effective 9/1/11, all employees of State and local government must reside in the State of NJ, unless exempted.
- Must have a valid NJ Driver's License.

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