

JOB POSTING

Municipal Clerk – Full-time

- Coordinates governing body:
 - Establish Agenda's
 - Coordinates the preparation of ordinances and resolutions
 - Prepares all notices for publication
 - Records and documents official meetings

- Interfaces with public – receives, prioritizes, and directs problems and complaints

- Maintains Municipal official records in accordance with statutory requirements

- Provides access to government records in accordance with public access to information laws, rules, and procedures

- Communicates with all Municipal Department Heads, Municipal agencies and other various agencies

- Performs any other functions that are deemed necessary by the governing body

Experience and Requirements:

- Proficient in MS Word, Excel, and Email
- Excellent written and verbal communication skills
- RMC license and municipal experience preferred

Salary commensurate with experience

Please submit a resume to Jenna Kelly by October 20, 2017.

Email address: finance@longport-nj.us