

## *Borough of Lodi - Job Opening Announcement*

<b>Job Title:</b>	Planning & Zoning Board Secretary	<b>Position :</b>	Part-Time – 1 Year Term
<b>Department:</b>	Planning & Zoning	<b>Shift:</b>	Per-Diem / Approximately up to 12 hours per month – Evening Board Meetings and time spent on secretarial duties
<b>Date Posted:</b>	November 13, 2020	<b>Salary:</b>	To Be Determined
<b>Post Expires:</b>	When position is filled	<b>Travel Required:</b>	No

**Resumes Accepted By:**

**MAIL:**

Borough of Lodi  
Attn: Nicholas Melfi  
One Memorial Drive  
Lodi, NJ 07644

**Job Description**

**ROLE AND RESPONSIBILITIES**

- Work closely with the Chair of the Planning Board and Zoning Board as well as with the Zoning Department
- Responsible for the creation and timely distribution of Board meeting agendas
- Responsible for accurate recording and distribution of Board meeting minutes
- Responsible for the creation and maintenance of an up-to-date Board planning calendar outlining matters to be on the agenda
- Responsible for maintenance of a full contact list of Board members, including appointment dates and terms

**REQUIRED SKILLS AND ABILITIES [INCLUDING BUT NOT LIMITED TO]**

- A commitment to and clear understanding of the mission of the Planning Board and Zoning Board
- Knowledge of basic meeting procedures, government policies and the bylaws of the Boards
- Electronic data entry experience
- An adequate level of writing proficiency

**ADDITIONAL NOTES**

**ALL APPLICANTS ARE SUBJECT TO BACKGROUND CHECKS**