

JOB OPENING

TOWNSHIP OF WYCKOFF

JOB DESCRIPTION: ADMINISTRATIVE SUPPORT ASSISTANT

OFFICE: TOWNSHIP ADMINISTRATOR

Full -Time: Monday – Friday, 9:00 am – 4:30 pm

Tuesday evenings, 6:00 pm – 8:00 pm

Salary Range: \$30,000 to \$33,000 based on experience and qualifications with additional compensation for attendance at evening meetings.

JOB SUMMARY:

The Township of Wyckoff is seeking a motivated self-starter with the ability to multi-task and organize multiple responsibilities simultaneously which include; performing administrative and clerical tasks to assist the Township Administrative team. Applicants must be willing to learn the Planning Board Secretary and Zoning Board Secretary position which includes assisting applicants and sequencing and controlling applications for review into reports and preparing meeting minutes in summary form. Must be able to attend two (2) evening meetings per month. Must possess superior organizational and follow-through skills as well as high level Word, Excel and Power Point proficiency.

IF INTERESTED, PLEASE SUBMIT COVER LETTER & CURRENT RESUME TO:

Robert J. Shannon, Jr.

Township Administrator

Wyckoff Town Hall

340 Franklin Avenue, Room #106

Wyckoff, New Jersey 07481

Fax to 201-891-9359 or Email to wyckoffwebteam@wyckoff-nj.com