

**BOROUGH OF SEA BRIGHT
MONMOUTH COUNTY, NEW JERSEY**

**PART-TIME CONSTRUCTION OFFICE ASSISTANT / UNIFIED PLANNING BOARD
SECRETARY**

The Borough of Sea Bright is seeking a qualified and motivated individual to serve as a Part-Time Construction Department Assistant / Unified Planning Board Secretary. This position provides administrative support to the Construction Office and serves as Secretary to the Borough's Unified Planning Board. Responsibilities include assisting residents and contractors with permits and applications, maintaining records and files, scheduling inspections, preparing Planning Board agendas and meeting materials, attending evening Planning Board meetings and recording minutes, coordinating application submissions, and maintaining official Planning Board records. Qualifications include strong organizational, clerical, and communication skills. Must possess Planning/Zoning Board Secretary Certificate. Proficiency in Microsoft Office (Word, Excel, Outlook) is required. Experience in municipal government and familiarity with planning and zoning procedures preferred but not required. Compensation based on experience: \$20,000-\$25,000/yr. Interested candidates should submit a cover letter and resume to: Borough Administrator Rachel Giolitto (rgiolitto@seabrightnj.org). Sea Bright is an Equal Opportunity Employer.