

Part-Time Floater/Secretary to the Open Space Preservation/Agricultural Advisory Councils – Millstone Township, Monmouth County is seeking a Part-Time Secretary to the Open Space Preservation & Agricultural Advisory Councils. Responsibilities include, but not limited to, scheduling and attending two night meetings a month, preparation of agendas, meeting packets and meeting minutes in a timely fashion. Will also support various departments as needed. Qualifications require include exceptional organization and writing skills, ability to communicate with various professionals and strong computer skills preferably in the use of Microsoft Office. Hourly salary to be determined, approximately 21 hours per week. Please visit the Township's website at www.millstonenj.gov to complete the Township's employment application under Departments, Employment Opportunity. Please email employment application, resume and cover letter to Kevin Abernethy, Township Administrator at twpadm@millstonenj.gov. The Township reserves the right to interview candidates as applications are received. EOE

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