



HILLSBOROUGH TOWNSHIP IS HIRING *Join Our Team!*

Located in the heart of Somerset County

Hillsborough Township offers an excellent work environment with an extensive benefits package.

Medical - Dental - Cafeteria Plan - Vision Flexible Spending Account Pension - Employee Recognition Program - Merit Increases

OPEN POSITION

FULL-TIME PLANNING AND ZONING CLERK

Hillsborough Township seeks a Full Time Clerk to support the operations of the Planning & Zoning Department. Responsibilities include: responding to requests from residents, businesses, government agencies and developers; researching and maintaining development and permit files; organizing and conducting routine data collection and analyses; processing applications and distributing permits and enforcement correspondence; providing support for boards, commission and committee meetings, including preparing and distributing application packets, scheduling and organizing meetings, preparing agendas, tracking and ensuring that statutory deadlines are met, and preparing meeting minutes from audio recordings.

Required:

- High School Diploma or GED.
- Possession of Planning & Zoning Secretary Certification or ability to obtain certification within one year of employment.
- Strong computer skills; proficient in Word, Excel, and Google Applications.
- Clear and concise communication skills.
- Excellent time management.
- Superior customer service skills and ability to work well under pressure.
- Knowledge of data collection and research techniques and ability to develop information into concise reports.

Preferred:

- Knowledge of the NJ Municipal Land Use Law (MLUL), Open Public Records Act (OPRA), and Open Public Meetings Act.
- Minimum of 2 years of job-related experience.
- Experience with planning & zoning fundamentals and processes.
- Familiarity with SDL management software, Civic Clerk, and DocuSafe records management.
- Experience supporting a board, committee, or commission.
- Experience with virtual meeting platforms such as Zoom and Google Meet.

The Township of Hillsborough is an equal opportunity employer.

**Forward a cover letter of interest, resume, and 3 references,
to Sarah Brake: sbrake@hillsborough-nj.org**



908-369-4313



379 South Branch Rd. Hillsborough, NJ 08844



www.hillsborough-nj.org