

Part-Time Planning Board Secretary

Borough of Fanwood, New Jersey

Date: May 15, 2026

Position Overview

The Borough of Fanwood is seeking a detail-oriented and organized individual to serve as its Part-Time Planning Board Secretary. This position plays a vital role in supporting the Planning Board's functions by ensuring efficient meeting management, accurate recordkeeping, and compliance with New Jersey's Municipal Land Use Law (MLUL). The Secretary serves as the primary liaison between the Board, applicants, professionals, and the general public.

Duties and Responsibilities

Meeting Management: The Planning Board Secretary attends all regularly scheduled evening meetings and hearings, recording accurate minutes, preparing agendas, and distributing resolutions to relevant parties in a timely manner.

Administrative & Clerical Functions: The Secretary is responsible for organizing and maintaining all Board records, including development application files, official correspondence, reports, maps, and related documents, ensuring accessibility and integrity of the archive.

Regulatory Compliance: In accordance with the New Jersey Municipal Land Use Law, the Secretary prepares and publishes all required legal notices for hearings and ensures that all Board actions and procedures conform to applicable statutory requirements and public meeting regulations.

Application Processing: The Secretary receives, reviews, and processes development applications submitted to the Board. Responsibilities include verifying application completeness in coordination with Board professionals, tracking submissions, and managing associated escrow accounts.

Public & Professional Communication: The Secretary serves as the Board's primary point of contact for applicants, engineers, attorneys, and members of the public, providing information and guidance on planning matters and application procedures in a professional and courteous manner.

Required Qualifications

- Prior clerical, administrative, or municipal government experience, preferably in land use, zoning, or a related field.
- Working knowledge of New Jersey's Municipal Land Use Law, or a demonstrated ability to acquire such knowledge.
- Proficiency with standard office technology, including word processing, spreadsheets, email, and virtual meeting platforms.
- Strong written and verbal communication skills, with experience drafting or managing legal or official documents.
- Ability to attend regularly scheduled evening meetings and hearings.

Preferred Qualifications

- Prior experience as a Planning Board or Zoning Board Secretary in New Jersey.
- Familiarity with municipal escrow account management.
- Knowledge of public notice and publication requirements under New Jersey law.

Compensation

This is a part-time position. Compensation is commensurate with experience. The salary range is \$21/hour - \$30/hour.

How to Apply

Interested candidates should submit a resume and cover letter to Jesse Moehlman, Borough Administrator, at jmoehlman@fanwoodnj.org. Position will remain open until filled. The Borough of Fanwood is an Equal Opportunity Employer.