

LAND USE BOARD SECRETARY - FT – BEACHWOOD BOROUGH - Seeking a full-time Land Use Board Secretary to prepare agendas, minutes; prepare legal notices for publication in accordance with Open Public Meetings Act and Municipal Land Use Law; communicate/respond to applicant queries and receive applications, process and distribute all applications for development in accordance with Law. Other responsibilities include escrow account management, and other general office duties. Knowledge of Municipal Land Use is strongly preferred. Salary DOQ. Interested candidates submit cover letter and resume detailing experience and qualifications to the Borough Clerk, Susan A. Minock, RMC, at sminock@beachwoodusa.com no later than Friday, March 3, 2023, 4pm. E/O/E. The Borough reserves the right to review resumes and conduct interviews as they are received. Please no phone calls.