

PLANNING/ZONING BOARD SECRETARY

There exists a vacancy in the Greenwich Township Planning/Zoning Board Secretary Position.

The position responsibilities are as follows:

1. Sends notice of meetings and public hearings to newspaper of general circulation in the town.
2. Notifies Planning Board members of up coming meetings.
3. Records minutes of all Planning Board meetings and public hearings.
4. Makes minutes of all meetings available to the public.
6. Mails copy of Planning Board's decisions to applicants.
7. Sends decisions of Planning Board actions to newspaper of general circulation in the town.

Please forward a resume to Lisa Garrison at clerkgreenwichtownship@yahoo.com by 3:00 p.m. August 5, 2019.

Greenwich Township is an EEO.