

Borough Clerk - Borough of Chatham

The Borough of Chatham is seeking a full-time Municipal Clerk. Applicants must possess the Registered Municipal Clerk (RMC) certification established by N.J.S.A. 40A:9-133.2 and 40A:9-133.3, as well as a Certified Municipal Registrar (CMR) Certification. The Clerk's duties are generally established in Section 2-37 of the Borough Code, and include, but are not limited to: (1) serving as secretary to the Governing Body; (2) preparing Council meeting agendas, minutes and resolutions; (3) attending all Council meetings; (4) reviewing and responding to public records requests; (5) serving as the Borough's chief administrative officer for elections; (6) acting as the custodian of municipal records; (6) handling the issuance of licenses and permits; (7) ensuring general correspondence is properly routed throughout the Borough; (8) maintaining the municipal code book and Borough insurance records; and (9) providing excellent customer service to the general public. The candidate should be computer proficient and have experience utilizing agenda management software; be able to manage multiple tasks; possess excellent written and oral communication skills; and maintain a pleasant, professional demeanor with the municipal staff, the public, and the Governing Body. Interested applicants should submit a cover letter that specifically describes his or her experience managing or supervising others. The cover letter shall be accompanied by a resume, salary request, writing sample, and a completed Borough employment application. Applications should be mailed to Stephen Williams, Chatham Borough Administrator, 54 Fairmount Avenue, Chatham, New Jersey 07928 or via e-mail to swilliams@chathamborough.org. Applications are available on the Borough's website at www.chathamborough.org. Salary will be commensurate with experience and qualifications and applications must be received by January 18, 2022. The Borough of Chatham is an Equal Opportunity Employer.