

BOARD SECRETARY - READINGTON TWP

Readington Township has an immediate opening for a Board Secretary. Must be a self-motivated / organized individual who can manage several boards and a very active Board of Health. Prefer candidate with a minimum of 3 years experience either as a board member or secretary to similar boards; management of escrow accounts, coordinate with professionals and meeting coordination / preparing agendas and minutes. Some night meetings. Send resume with salary requirements to Richard J. Sheola, Township Administrator, 509 Route 523, Whitehouse Station, NJ 08889 or email rsheola@readingtontwp-nj.org no later than August 25, 2023.