

DEPUTY BOROUGH CLERK - Borough of Tenafly, Bergen County. F/T position. Registered Municipal Clerk (RMC) certification required or near completion of attainment (within 12 months). Experience of at least 3 years in municipal government required.

Duties include: agenda preparation; attendance at all Mayor and Council meetings; preparation of minutes; receive, track, and respond to OPRA requests; records management; liquor licensing; election responsibilities; and any other duties assigned by the Borough Administrator-Clerk or the governing body.

Required skills are not limited to: proficiency in Word, Excel, and Outlook; ability to organize and manage multiple tasks; excellent written and oral communication skills; ability to deal with the public in a professional manner; website posting; and strong customer service skills. Salary is dependent on qualifications. The Borough of Tenafly is an Equal Opportunity Employer.

Applicants are required to submit cover letter, resume, compensation requirements, and at least 3 professional references to Lissette Aportela, Borough Clerk at laportela@tenafly.net or via mail to 100 Riveredge Road, Tenafly, NJ 07670.

The deadline for submissions is Friday, October 12th.

Proposed Organization Chart:

