

**PLANNING BOARD AND BOARD OF ADJUSTMENT  
CLERK/GENERAL ADMINISTRATIVE ASSISTANT – LEBANON  
TOWNSHIP, HUNTERDON COUNTY**

The Township of Lebanon is seeking a Full-Time Planning Board and Board of Adjustment Clerk/General Administrative Assistant. Primary responsibilities include, but are not limited to, processing applications for the Boards, collecting escrows, drafting agendas and maintaining minutes. Must be able to attend two or more evening meetings per month. Experience in Land Use and municipal government highly desired. Ideal Candidate will possess or be willing to obtain a Board Secretary Certificate. Candidate with excellent oral, written, computer and general office skills desired. Other responsibilities would include providing administrative assistance to the Clerk and Deputy Clerk. Applicants should submit a cover letter stating salary requirements along with their resume via email to the Township Clerk at [clerk@lebtwp.net](mailto:clerk@lebtwp.net). Resumes shall be submitted no later than February 22, 2024. The Township of Lebanon reserves the right to conduct interviews as applications are received and to fill the position prior to February 22, 2024. The Township of Lebanon is an equal opportunity employer.