

## **EMPLOYMENT OPPORTUNITY**

**MUNICIPAL CLERK** - Borough of Saddle River, Bergen County. Current Borough Clerk will be retiring March 31, 2016 after 27 years of service to the Borough, successful candidate must have RMC CERTIFICATION with a minimum of five years' experience in a Municipal Clerk's Office and become a CERTIFIED MUNICIPAL REGISTRAR. Candidate must possess solid management and supervisory experience as well as excellent written and verbal communication skills. Applicant must be proficient in all duties of the Municipal Clerk's position and other duties as required, be extremely well organized with independent judgement in order to plan, prioritize and organize a diversified workload with the ability to anticipate problems. Thorough knowledge of all Microsoft programs is also required.

Resumes should be submitted no later than February 19<sup>th</sup>, 2016 and sent by **EMAIL ONLY** TO: [mmacari@saddleriver.org](mailto:mmacari@saddleriver.org).

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