

PART-TIME SECRETARY TO THE HISTORIC PRESERVATION COMMISSION. Millstone Township is seeking a Secretary to facilitate monthly Historic Preservation Commission meetings. Responsibilities include, but not limited to, scheduling and attending monthly zoom meeting, prepare agendas, meeting packets and meeting minutes using Microsoft Office. Candidate must have excellent writing and organizational skills and the ability to communicate with various professionals. Salary is \$125 per meeting attendance, plus \$75 for regular minutes and \$25 for executive minutes. Please visit the Township's website at <https://millstonenj.gov/departments/employment/> to complete an employment application. Please email a cover letter, resume and employment application to Kevin Abernethy, Township Administrator at [twpadm@millstonenj.gov](mailto:twpadm@millstonenj.gov). The Township reserves the right to review resumes and conduct interviews as they are received. EOE

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