

Part-Time Floater and Planning Board Assistant Opportunity Available

Borough of Montvale is seeking highly organized individual to work as a P/T floater and assistant to the Planning Board Secretary. Successful candidate must possess excellent communication skills, ability to interact effectively with the public, and work independently. Position includes customer service contact and support, administrative support to the planning board, and related office duties. Office experience required. Experience in municipal government especially planning board with knowledge of GovPilot is helpful. Excellent computer and interpersonal skills essential. Average 20 hours weekly, somewhat negotiable. Hours and days are flexible but Tuesdays (4+ hours) and Thursdays (6+ hours) are a must. \$22-\$30 per hour based on experience. Send resume to apply@montvaleboro.org by August 15, 2026. We reserve the right to interview as resumes come in. Equal Opportunity Employer.