

****Confidential Secretary to the Borough Administrator / Planning Board Secretary****

Date Posted 2/12/26

Until filled

The Borough of Keyport is seeking a highly organized and professional individual to serve as Confidential Secretary to the Borough Administrator and Planning Board Secretary. This confidential position provides high-level administrative, personnel, and project support in a fast-paced municipal environment.

Responsibilities include providing direct administrative support; managing confidential personnel, labor, Workers' Compensation, and TORT claims; maintaining Civil Service records and filings; serving as liaison to departments, elected officials, and the public; supporting municipal projects; managing website content and public postings in compliance with OPRA, NJSA, and ADA requirements; and performing Planning Board Secretary duties.

High school diploma required; Associate's or Bachelor's degree preferred. Minimum 3–5 years administrative experience (municipal experience preferred). Knowledge of NJ Civil Service and municipal operations strongly preferred. Experience supporting land use boards and ability to obtain Land Use Board Secretary Certification preferred. The salary range for this position is \$22,000 - \$75,000 based on experience and qualifications. The Borough reserves the right to close the posting at any time once the position is filled and is an Equal Opportunity Employer.

Submit resume via email to Denise Nellis at dnellis@keyportonline.com.