



# State of New Jersey

Highlands Water Protection and Planning Council  
100 North Road (Route 513)  
Chester, New Jersey 07930-2322  
(908) 879-6737  
(908) 879-4205 (fax)  
[www.nj.gov/njhighlands](http://www.nj.gov/njhighlands)



**PHILIP D. MURPHY**  
*Governor*

**SHEILA Y. OLIVER**  
*Lt. Governor*

**CARL J. RICHKO**  
*Chairperson*

**LISA J. PLEVIN**  
*Executive Director*

Job Title: Administrative Assistant  
Reports to: Executive Assistant  
Type of Position: Full Time (35 hours/week, Exempt) Unclassified  
Salary Range: \$50,000 - \$55,000 Per Year  
Issue Date: November 6, 2019

## Agency Description:

The New Jersey Highlands Water Protection and Planning Council is a state agency charged with protecting drinking water for more than half the residents of New Jersey. The Council was established by the Highlands Water Protection and Planning Act of 2004, and is supported in its efforts by a professional staff of planning, science and Geographic Information Systems (GIS) experts. As a regional planning agency, the Highlands Council works in partnership with municipalities and counties to develop programs and planning initiatives that help ensure the long-term health of the region's natural resources and local economies.

## Job Description:

The Highlands Council is seeking a full-time Administrative Assistant to provide a wide range of support across all functions within the organization. In addition to essential administrative tasks such as mail and email management, material preparation, copying, calendar management, filing, note-taking, and assistance with multiple public meetings throughout the year, the Administrative Assistant will provide support for special projects and events, and serve as back-up for the Executive Assistant and Receptionist in their absence.

## Duties:

- Support Executive Assistant in monthly public meetings:
  - Material preparation (resolutions, minutes, public materials, pre-meeting emails/mailings).
  - Logistics (attendance tracking, meeting room preparation).
  - Maintain registry of all Council and Highlands Development Credit (HDC) Bank resolutions.
- Provide administrative support to Chief Council in processing deed closings, contracts, and Open Public Records Act (OPRA) requests.
- Provide as-needed support to leadership team including Executive Director, Director of Planning and Science, Planning Manager, and Science Manager including, but not limited to:
  - Schedule internal and external meetings.
  - Prepare materials.

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- Take meeting minutes as needed/requested.
  - Administrative support of special events/meetings.
- Provide general office support including, but not limited to:
  - File and archive as needed in accordance with state record retention policies.
  - Manage office library.
  - Draft emails/correspondence, as necessary.
- Support Executive Assistant in implementation and management of internal administrative processes and procedures.

**Requirements:**

- Excellent interpersonal and communication skills.
- High quality standards and attention to detail.
- Strong organizational skills.
- Strong proficiency in MS Word, Excel, PowerPoint and Outlook.
- Conscientious self-starter with excellent anticipation skills and follow through.
- Problem solver.
- Comfortable working with people at all organizational levels.
- Ability to work well under pressure, adapt to unexpected events, prioritize and multi-task in a deadline-driven environment.
- Team player with a positive attitude.

**Work Experience:**

- 3-5 years work experience.

**Education:**

- High School diploma required. Business School and/or some college helpful.

Residency Requirement: New Jersey Residence Required in accordance with Public Law, N.J. S. A. 52-14.7(1.2011, Chapter 70) effective September 1, 2011. If you do not reside in New Jersey, you have one year after the date you begin employment to relocate your residency to New Jersey.

To be considered for this position, please e-mail, fax or mail the following to the address below no later than December 6, 2019

- 1) Cover letter indicating your interest and experience
- 2) Resume
- 3) Names and phone numbers of at least three references.

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