



BUILDING DEPARTMENT PART-TIME ASSISTANT

The Borough of Bogota is seeking a Part-Time Assistant in the Building Department. The Borough is a municipality of approximately 10,000 residents (non-civil service). Responsibilities include interacting with the public, processing permits and zoning permit applications, data entry, scheduling sub-code inspections and general assistance to the Construction Official and Building Department. The part-time assistant would not exceed 25 hours per week and shall be compensated according to the salary ordinance. Application available in person or on <https://www.bogotaonline.org/forms> and www.njlm.org. Applicants should submit a resume, and letter of interest to Mr. O'Malley, Borough Administrator, at admin@bogotaonline.org. The Borough of Bogota reserves the right to interview applicants as received and the position may be filled while this advertisement is still active. The Borough of Bogota is an Equal Opportunity Employer.