



Job Posting – Village of Ocean Beach

Village Clerk

General Description of Duties:

The Village Clerk serves as the administrator of the Village Clerk's office and is responsible for supervising clerical support staff and is expected to exercise a considerable amount of independent judgement and initiative. Work is reviewed by the Village Administrator and/or Board of Trustees through conferences and written reports. The position serves as the official record keeper of the Village and does related work as required. The Village Clerk supervises office employees, including the Deputy Clerk and Counter Clerk.

The Village Clerk position is an Exempt position and as such does not qualify for overtime or any additional compensation unless explicitly authorized by the Board of Trustees

Typical work activity:

The Village Clerk is responsible for the efficient day-to-day operation of the Village Office as it relates to:

- High quality customer service
- Effective communication with the general public, employees, Village Board members and other public officials
- The equitable and ethical treatment of all who seek to use the Village services
- Maintains a number and variety of files and records, trains employees in the maintenance of these files and records
- Prepares agenda for Village Board meeting and keeps detailed meeting notes consistent with NYS law

Duties and Responsibilities:

The following is a list of the primary duties and responsibilities for this position. It is not intended to encompass all duties and responsibilities, but merely highlights the major responsibilities of the position. Additional duties may be assigned or develop over time.

- Supervise office staff; oversee daily office operations and maintain standard office operating procedures
- Act as liaison between the public and the Village Board of Trustees or Village employees
- Records management officer, records access officer – oversee the records management program and maintain good records management practices.
- Write or assist with writing of records management grant applications. Administer or assist with the administration of records management grants and grant reporting
- Respond to FOIL requests
- Conduct the Village election in accordance with standard election procedure
- Attend Village Board meetings; prepare meeting agendas, resolutions, reports, and other documents for the board meeting; record and distribute meeting minutes; follow through on agenda items at the direction of the Village Board
- Responsible for the timely filing of local laws with the state; maintain local law records and update Village Code to reflect new regulations
- Assist Village committees and boards in the conduct of their jobs and duties
- Maintain membership in civic associations which provide access to local government officials for the exchange of knowledge and welfare of the Village (e.g., NYCOM, LIVC&T)
- Perform other duties as are prescribed by the Village Administrator and/or the Board of Trustees

Full Performance Knowledges, Skills, Abilities and Personal Characteristics

- Knowledge of the principles of office management and supervision and the ability to apply this knowledge
- Some knowledge of clerical and record keeping procedures
- Ability to plan, assign and supervise the work of a staff in a manner conducive to full performance and high morale
- Ability to develop effective office practices and training programs; ability to acquire knowledge of the legal, administrative and procedure regulations applicable to the department
- Ability to promote and maintain effective inter-departmental and public relations
- Ability to maintain accurate and complete records and to prepare reports
- Ability to express oneself clearly and concisely, both orally and in writing

Minimum Qualifications

- The Village is seeking an individual who shall have a minimum of a 4-year degree preferable, in business, government or related field
- Five years' experience in an office environment
- One year supervisory experience

All interested individuals should forward a resume to JDifranco@VillageofOceanBeach.org