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224 Main Street, Northport, New York 11768, 631.261-7502, fax 631-757-7521  
[www.northportny.gov](http://www.northportny.gov)

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## **Position Description – 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 Mayor through conferences and written reports. The position serves as the official record keeper of the Village and does related work as required.

### **Typical work activity**

The 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 our services; and
- 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
- Interviews and recommends to the Board personnel for the clerk's office

### **Reporting Relationships**

- The Clerk is a Mayoral appointee and as such reports to the Mayor and the Village Board of Trustees.
- The Clerk supervises office employees, including the Deputy Clerk, Counter Clerk and the Secretary to the Board of Architectural and Historic Review.

### **Duties and Responsibilities**

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, develop and maintain standard office operating procedures
- Act as liaison between general public and 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 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/duties; keep Village Board of Trustees apprised of vacancies that need to be filled

### **Full Performance Knowledges, Skills, Abilities and Personal Characteristics**

Knowledge of the principles of office managements 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 large 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; physical condition commensurate with the demands of the position.

### **Minimum Qualifications**

- Although there are no minimum qualifications, the Village is seeking an individual who shall have minimum of a 2 year college degree, 4 year degree preferable, in business, government or related field.
- Five years' experience in an office environment
- One year supervisory experience

**Interested parties please send resumes to Mayor Damon McMullen at [d.mcmullen@northportny.gov](mailto:d.mcmullen@northportny.gov), call 631-261-7502 or upload at [northportny.gov](http://northportny.gov)**