

INC. VILLAGE OF NORTHPORT

224 Main Street
Northport, NY 11768
Phone (631) 261-7502

POSITION AVAILABLE for ADMINISTRATIVE ASSISTANT

(Full-Time)

Salary \$50,000.00 plus benefits

Applications will be accepted for this position through Friday, September 27, 2024. Applications are available on the Village's website: northportny.gov.

Completed applications and resumes can be uploaded to the Village's website, emailed to g.cavagnaro@northportny.gov, or dropped off at Northport Village Hall.

Job Duties include, but are not limited to:

- Aid Assistant to the Mayor/Village Administrator
- Answer general Building Dept. questions
- Assess Building Dept. submissions for completion and final review
- Maintain ongoing work orders and coordinate repairs
- Purchasing for all departments
- Utility mark outs
- Create, publish and award bids for goods and services
- Make and record appointments for Building Department
- Secretary to the Board of Zoning Appeals
- Maintenance of files, records and logs
- Establishes priorities and coordinates work activities to meet deadlines
- Represents superiors in contact with the public and department employees to provide or obtain accurate information
- May perform other incidental tasks, as required

Qualifications: High school diploma or equivalent is required, Bachelor's degree preferred. Municipal and/or administrative experience preferred. Knowledge of Word, Excel, email and database software. Ability to multi-task is essential.

The Village of Northport is an equal Opportunity Employer.

September 16, 2024
Northport, NY

Georgina Cavagnaro
Village Clerk