

VILLAGE OF FLEISCHMANN'S

VILLAGE CLERK

Village of Fleischmann's does not discriminate and is an Equal Opportunity Employer.

General Information:

The Village of Fleischmann's is a Delaware County municipality with a diverse residential population and mix of permanent and seasonal property residents/owners. Located at the base of Belleayre Mountain, this village has historic Victorian properties, a village park, tennis courts, municipal swimming pool, library and other cultural assets.

Description of role:

VOF seeks an experienced Administrator to collect real estate taxes, sewer and water rents, maintain trustee and committee agendas and minutes, respond to public inquiries and issues, support trustee initiatives, and coordinate village operations to achieve a smoothly running, efficient village. Confidentiality, excellent organizational skills and accuracy are important as well as good customer relations and the ability to communicate clearly. The ideal candidate for this position is a skilled multi-tasker, is reliable and is committed to consistently meeting deadlines.

Tasks:

- Maintain property tax records
- Collect real estate taxes, sewer and water rents
- Maintain official documents and records
- Manage village elections
- Assemble agendas, take minutes of Trustee, Planning Bd, and Zoning Bd of Appeals meetings
- Manage insurance requirements
- Provide administrative support for board initiatives, and grants
- coordinate communication among depts. and staff regarding inquiries and concerns.
- other statutory duties as set forth in the New York State Village Law §4-402

Skills and Requirements:

- Associates Degree or equivalent experience
- three-five years in a professional office setting
- Extensive experience with data entry, record keeping and computers
- Proficient with computers, Microsoft Office programs, databases
- Strong communication and interpersonal skills

Professional demeanor and appearance
Experience working for a municipality is preferred.

Benefits:

Standard benefits for health insurance, retirement, vacation and sick time

Salary:

Full time salary \$32,000

REPLY BY February 15, 2021

To apply, please send cover letter and resume to Treasurer12430@gmail.com