

April 14, 2022

The Village of Mineola is accepting resumes for the position of Secretary to the Board of Trustees. Some of the responsibilities/skills required include but are not limited to:

- Manage Mayor and Board of Trustees schedule
- Answer & route to the appropriate department complaints submitted to the Mayor's office
- Handle & distribute Board mail
- Prepare correspondence on behalf of the Mayor and Board
- Prepare proclamations & citations
- Maintain files and correspondence
- Assist other departments and the public as necessary
- Microsoft Office
- Professional & courteous
- Ability to work independently and is a self-starter
- Must be able to multi-task

Salary commensurate with experience. Please send resumes to [brivera@mineola-ny.gov](mailto:brivera@mineola-ny.gov)

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