



VILLAGE OF SOUTHAMPTON

23 Main Street
Southampton, NY 11968
631-283-0247
www.southamptonvillage.org

ASSISTANT TO THE MAYOR/LEGISLATIVE AIDE

Job Duties:

- Performs specialized administrative, technical, and clerical duties assisting the Mayor in his official capacity.
- Performs specialized clerical/administrative functions coordinating the Mayor's official schedule
- Assist the Mayor in managing for official correspondence, preparing presentations and speeches
- Supervise and direct part time clerical staff, interns
- Acts as liaison with internal and external agencies or individuals in matters of Village concern.
- Prepares reports, assembles budget data, and assists in preparing departmental budget, annual reports, and other special reports
- Gathers source material for the preparation of reports, articles, and other matters; assists the Mayor in editing and writing press releases
- At the Mayor's discretion, acts as a representative meeting with outside organizations, associations, and committees

Minimum Qualifications:

- Min. 5 years of high level administrative/clerical experience – Municipal Experience a PLUS
- Proficient in Microsoft Office, Excel, PowerPoint (Word, Excel)
- Experienced in managing social media
- Strong verbal and written communication skills
- Must have strong organizational skills

Salary and benefit package commensurate with experience
Please email resume to villageadmin@southamptonvillage.org