



Incorporated Village of Floral Park

Employment Opportunity: Village Clerk

Posting Date: January 3, 2024

The Village of Floral Park is seeking an experienced and talented professional to serve as our next Village Clerk. Our current Village Clerk is retiring following a distinguished career in service to the Floral Park community.

Floral Park Village is a suburban community located on Long Island. It shares a border with New York City and is home to approximately 16,000 residents. The Village is a full-service village that maintains its own Police Department, Fire Department, Department of Public Works, Buildings Department, Pool & Recreation Center and Library. The Village is led by its Mayor and Board of Trustees along with its Village Administrator, who manages the day-to-day operation of the Village and its \$33 million annual budget.

Working closely with members of the public, staff and elected officials, this position requires a commitment to service, high level of organizational skills and exceptional interpersonal skills.

Illustrative Example of Duties:

- Oversight of all human resource transactions for Village-wide personnel, including all interactions with civil service, and administering the Village's workers compensation, FMLA and Disability leave programs.
- Records Management Officer - responsible for maintenance of all Village records.
- Attendance at all Village board meetings and preparation of agendas/minutes to ensure compliance with Village Code and NYS General Municipal Law.
- Responsible for administering the process for public hearings, including legal notices and related filings with NC Planning Commission; filing of local laws with NYS; and insuring inclusion and/or updates in the village's code book.
- Registrar of Vital Statistics - responsible for issuance of birth and death certificates within the Village.
- Elections Officer – responsible for conducting annual village elections for elected officials.
- Public Access Officer - receives, tracks and completes public information requests submitted pursuant to the NYS Freedom of Information Law.
- Manages Clerk's office daily operations: Oversight of the issuance of various permits, including parking, landscaping, film, solicitation, block party, taxicab, and use of public

facility permits.

- Liaison between the public and Board of Trustees including the oversight of appointments of volunteers on various boards and commissions.
- Works with Village Counsel on the logistics of aspects of lawsuits, notice of claims, litigation cases, Village property damage claims and others.
- Responsible for preparation of the portion of the Village Budget relating to Clerk's Office and the Village's benefits, liability and workers compensation programs.
- Performs the duties of Village Clerk as specified by law, as well as all other duties as shall be determined by the Board of Trustees

Desirable Knowledge, Skill and Abilities:

- Human Resource experience and/or knowledge of New York State and Nassau County Civil Service regulations.
- Minimum preferred educational requirements: BA or BS highly preferred.
- Proficiency in Microsoft Word, Excel and PowerPoint.
- Knowledge of the Village of Floral Park and its surrounding communities.
- Experience with municipal record-keeping.
- Exceptional writing and verbal communication skills.
- Demonstrated ability to relate with people in a personable, positive manner.
- Knowledge of NYS Municipal Law pertaining to Villages and procedures.
- Ability to work with and keep certain information confidential in dealing with items such as contracts, personnel issues, etc.
- Experience with employee supervision and staff development with three or more years in a supervisory role.

Salary Range: \$90,000 to \$120,000

Benefits: Provided pursuant to Village's Exempt Staff - Management Policy

Application: Qualified candidates should send a cover letter and copy of their resume to Village Administrator Gerard Bambrick at gbambrick@fpvillage.org .