



The Village of Rockville Centre is seeking a detail-oriented and highly organized individual to serve as Assistant to the Mayor. This part-time position provides critical support to the Mayor's office in administrative functions and areas of public service.

Key Responsibilities:

Manage the Mayor's day-to-day calendar

Perform administrative and related duties in the day-to-day operation of the Mayor's office

Receive and process Mayor's Community Fund requests and support

Provide pleasant and efficient customer service to residents

Handle incoming inquiries via phone, email and in person

Manage certain aspects of the Village Records management system

Track and order office supplies

Gather information and create proclamations and certificates for the Mayor to present

Perform payroll function for the Mayor's suite

Assist the Deputy Mayor with event planning tasks and calendar entries

Qualifications and skills:

Previous experience in administration or clerical necessary

Strong organizational skills with attention to detail

Excellent written and verbal communication skills

Proficiency in Word, Excel and Microsoft office

Ability to handle sensitive information with discretion

Notary Public a plus