

From: [Chrissy Kiernan](#)
To: [Chrissy Kiernan](#)
Subject: Job opening - Secretary to the Board of Trustees - Village of Westbury (LIVCTA)
Date: Wednesday, October 1, 2025 11:09:58 AM

Secretary to the Board of Trustees – Village of Westbury

The Village of Westbury is accepting resumes for the position of Secretary to the Board of Trustees which also includes some clerical responsibilities with the Village Justice Court.

Clerical Duties:

- Customer service – counter
- Board meeting agenda and materials preparation
- Assistance with Clerk’s Office permitting
- Records management/filing
- Prepare correspondence on behalf of the Mayor and Board
- Prepare proclamations & citations
- Assist other departments and the public as necessary
- Tax collection entry
- Parking ticket entry and processing
- Preparation of court letters
- Website updating
- Email preparation for distribution to Village Email listserv
- Forms editing
- Flier design
- Westbury TV content management
- Special projects
- And any other duties as assigned by the Village Clerk-Treasurer, Village Attorney, or Mayor

Qualifications:

- Proficient in Microsoft Office, Excel, Outlook, and Canva
- Excellent writing & formatting skills
- Professional & courteous
- Self-starter with the ability to work independently
- Must be able to multi-task

Starting Salary, \$50,000 annual; member of NYS Retirement System and NYSHIP Health Insurance Program (15% employee health contribution).

Please send resumes to Chrissy Kiernan, Village Clerk-Treasurer,
ckiernan@villageofwestbury.gov.

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