

**Secretary to the Board of Trustees – Village of Westbury – Job Opening
Anticipated Start Date March 23, 2025**

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.

Chrissy Kiernan, MPA, CMC, RMC, CMFO
Village Clerk-Treasurer
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