

VILLAGE OF WILLISTON PARK

POSITION AVAILABLE

Secretary to Board/Water Accounts

The Village of Williston Park seeks a qualified individual for the position of Research Assistant and Secretary to the Boards. Job responsibilities include water account billing and receivables, backflow reporting, assisting building department, preparing yearly licensing, assisting residents at counter and answering telephones. Individual will also serve as Secretary to the Board of Trustees and Board of Appeals and must attend two to three evening board meetings a month, take and prepare agenda and minutes, correspond with Board members, prepare materials for hearings and meetings, prepare proclamations, organize community events and prepare bi-annual newsletters.

Applicant must have good communication skills, be highly organized and be able to multitask.

This is a full-time position and is a member of NYS Retirement System and NYS Health Insurance (25% contribution). Salary commensurate with experience.

Please email resume to kromano@willistonparkny.gov or mail/bring in person to Inc. Village of Williston Park, 494 Willis Avenue, Williston Park, NY 11596