

From the desk of:
Barbara A. Peebles
Clerk/Treasurer
Village of Plandome



Village of Plandome – Part-time temporary Deputy Clerk position

June 25, 2026

The Incorporated Village of Plandome offers a pleasant working environment, with Village Hall conveniently located in a beautiful setting less than one mile from the vibrant downtown Manhasset business district. Ample parking is provided.

The Village is seeking to fill an immediate opening for a **Part-Time Temporary Deputy Clerk** with experience using the **Edmunds GovTech Financial Module**.

This position is ideal for an individual currently working part-time in another municipality who can provide supplemental assistance to the Village of Plandome. The schedule is flexible, with an anticipated commitment of approximately **5–10 hours per week**.

Position Duration: Immediate opening for approximately **10–12 weeks**

Minimum Qualifications:

- Experience using the Edmunds GovTech Financial Module
- Experience processing Accounts Payable (A/P) and Accounts Receivable (A/R)
- Ability to work a minimum of 5–10 hours per week
- Municipal government experience preferred

Compensation:

- \$30.00 per hour

Qualified candidates should email a resume or summary of relevant municipal experience, along with their availability, to:

Barbara Peebles

Village Clerk/Treasurer

clerk@villageofplandome.org

65 South Drive, Plandome NY 11030
(516) 627-1748
www.villageofplandome.org