INC. VILLAGE OF FLORAL PARK

JOB OPPORTUNITY

The Village of Floral Park is seeking candidates for the position of Deputy Village Clerk. The selected candidate would be required to attend regularly scheduled board meetings (twice a month), prepare agendas and minutes, and assist the Village Clerk with Village elections, implement policies and procedures and the overall general supervision of administrative office.

Additional duties include assisting the Village Clerk in the following responsibilities:

- Process civil service applications and personnel transactions;
- Records Management
- Public Access to Records
- Risk Management
- Budget Development
- Seasonal hires
- Human Resource

Candidate must have strong communication, organizational and customer friendly skills. Proficient in all Microsoft programs and familiar with social media platforms (website and Facebook). Prior municipal experience is highly recommended.

Salary is commensurate with experience – excellent benefits.

Submit resume and VOFP employment application
(which can be found on website at fpvillage.org under Village Info tab)
to the attention of Joseph O'Grady, Village Clerk at
Joeogrady@fpvillage.org or regular mail:
One Floral Boulevard
Floral Park, NY 11001
(516) 326-6300