

## **VILLAGE CLERK/ADMINISTRATOR**

The Village of Rouses Point is seeking a detail oriented individual to manage the day-to-day operations of the village on a full-time basis.

**Duties include:** administrative responsibilities associated with municipal operations, including but not limited to Grant writing and administration, municipal policies and procedures, public relations, personnel/human resources (knowledge of civil service a plus), creation and retention of records, resolutions, local laws, attendance and minute keeping at all board meetings, FOIL requests, union contracts, inactive court records.

**Qualifications:** Bachelor's degree or equivalent experience in administrative and/or municipal operations required. Experience with local, state, or federal government operations a plus. This position requires an individual to be a U.S. citizen and resident of Clinton County.

**Salary and Benefits:** Salary in the \$55,000 - \$65,000 range, health insurance including vision and dental, paid holidays, vacation, personal, and sick time.

Send resumes and cover letter to: [mayor@rousespointny.com](mailto:mayor@rousespointny.com)