Job Description: Village Clerk

The Office of the Village Clerk operates at the center of Village government, serving both public and administrative needs. In addition to the duties described below. The responsibilities of the Village Clerk are subject to the direction and control of the Mayor, who is the Village’s chief executive officer.

Starting salary will be commensurate with skills and experience

Primary responsibilities:
• Maintain regular office hours: 9:00am - 4:00pm, Monday-Friday (except Holidays).
• Attendance at public meetings called by the Village Board
• Represent the Village as a primary point of contact for citizens
• Take and maintain Village Board minutes
• Issue public notices as required
• Issue permits and forms
• Provide administrative assistance to the Office of the Mayor
• Maintain all records of Village employees
• Maintain daily, weekly & monthly calendars of Village meetings and events
• Maintain Village website and social media outlets
• Responsible for records management and retention
• Interface with Village officers and committees for grant applications
• Collaborate with Finance Department on grant preparations and submission
• Any other duties not inconsistent with the Office as shall be determined by the Mayor and or the Deputy Mayor

Statutory Duties within the Village as defined in NY State Law:

The clerk of each village shall, subject to the direction and control of the mayor
• Have custody of the corporate seal, books, records, and papers of the village and all the official reports and communications of the board of trustees;
• Act as clerk of the board of trustees and of each board of village officers and shall keep a record of their proceedings;
• Keep a record of all village resolutions and local laws;
• Shall, during office hours as prescribed by the board of trustees, on demand of any person, produce for inspection the books, records and papers of his office, and shall furnish a copy of any portion thereof, certified in the proper form to be read in evidence, upon payment of his fees therefor, at the rate of twenty cents per folio;
• May administer the oath of office to all village officers;
• Shall also perform such other duties not inconsistent with his office as shall be determined by resolution of the board of trustees

Skills Required
• Public and social skills
• Proficiency with Microsoft products (Word, Outlook, Excel, Office 365)
• Become familiar with any special software and networking applications as required
• Notary Public
Additional optional duties:
• May oversee annual Village Elections (Special, Primary and General Elections)
• Rhinebeck residence preferred (not required)