

**HELP WANTED  
VILLAGE OF ROUSES POINT, NY**

The Village of Rouses Point is seeking 1 or more of the following positions:

**Full-time Village Administrator:**

This position requires a detail-oriented individual to manage the day-to-day operations of the Village on a full-time basis. Duties will include administrative responsibilities plus a variety of duties associated with municipal operations; including but not limited to: grant administration, personnel (knowledge of civil service a plus), policies and procedures, public relations, supervision of employees. Qualifications: Bachelor Degree or equivalent experience in administrative and/or municipal operations required. Experience with state or federal government operations a plus.

**Full-time Village Clerk/Administrator:**

This position requires a detail-oriented individual to manage the day-to-day operations of the Village on a full-time basis. Duties will include administrative responsibilities plus a variety of duties associated with municipal operations; including but not limited to: grant administration, personnel (knowledge of civil service a plus), policies and procedures, public relations, supervision of employees. Duties of the Village Clerk include, but not limited to: custody of records, resolutions, laws, inactive court documents, attendance of all board meetings (recording of minutes), FOIL request. Qualifications: Bachelor Degree or equivalent experience in administrative and/or municipal operations required. Experience with state or federal government operations a plus. This position requires an individual to be a resident of the Village of Rouses Point.

**Part-time Village Clerk:**

Duties of the Village Clerk include, but not limited to: custody of records, resolutions, laws, inactive court documents, attendance of all board meetings (recording of minutes), FOIL requests. Qualifications: High school diploma or equivalent, experience in organizing and taking minutes of meetings, computer experience, record keeping, organizational skills, public relations. Experience with state or federal government operations a plus. This position requires an individual to be a resident of the Village of Rouses Point.

Salary and benefits are negotiable based on experience. Send a resume and application to: Village of Rouses Point, Village Administrator, PO Box 185, Rouses Point, NY 12979. Deadline for applications is COB March 27, 2020. Applications can be found on [www.rousespointny.com](http://www.rousespointny.com). For more information, contact Donna Boumil at 518-297-5502 ext 333 or [admin@rousespointny.com](mailto:admin@rousespointny.com).