



VILLAGE OF COLD SPRING

85 MAIN STREET
COLD SPRING, NEW YORK 10516

TEL. 845-265-3611
WWW.COLDSPRINGNY.GOV

VILLAGE CLERK-TREASURER

The Village of Cold Spring seeks a highly motivated individual to serve as Village Clerk-Treasurer. Experience and excellent references required. Responsibilities encompass a diverse range of essential duties and competencies:

- **Public Notices and Communications:**
 - Disseminates public notices, meeting agendas, and other official information.
 - Maintains the village's website and/or other communication channels.
- **Public Meeting Compliance:**
 - Maintains accurate records of official proceedings, including village board meetings, resolutions, ordinances, and local laws.
 - Records meeting minutes, ensuring transparency and compliance with legal requirements.
- **Custodian of Records:**
 - Submits local laws to the Department of State
 - Ensures the safekeeping of official documents, historical records, and archives.
 - Respond to and fulfills requests for public records in accordance with the Freedom of Information Act.
 - Updates and maintains forms and applications
- **Compliance with Legal Requirements:**
 - Stays informed about state and local laws affecting village operations
 - As needed, works with the Village Attorney and the New York State Council of Mayors
 - Provides or coordinates training to staff and Trustees.
 - Ensure compliance with legal deadlines and requirements.
- **Oaths and Affidavits:**
 - Administers oaths of office to elected officials, appointees, and employees.
 - Handles affidavits related to village matters.
- **Licensing and Permits:**
 - Issues various licenses and permits.
 - Keep records of licenses granted and fees collected.
- **Financial Administration:**
 - Assists Village Accountant in budget preparation, tracking and financial reporting; grant administration.
- **Human Resources**
 - Manages job postings and onboarding of new employees
- **Coordination with Other Village Departments:**

- Collaborates with and facilitates communications among other village departments
 - Advises and supports departments' administrative processes.
- **Coordination with Other Municipal Governments:**
 - Serves as primary contact with the Clerks of neighboring Villages, Town, and the Putnam County Clerk
 - Liaise with other Putnam County Departments as needed.
- **Staff Supervision**
 - Manages clerk staff: supervise regular work, make special assignments as needed
 - Perform employee evaluations

Excellent organizational and communication skills necessary.

Proficiency in Microsoft Office products required.

This is a full-time position with benefits (medical/dental/vision), paid time off, etc. Salary range for this position is \$28-30 per hour based on experience.

Please submit a resume and letter of interest by April 15th to:

Village of Cold Spring
85 Main Street
Cold Spring, NY 10516
Attn: Village Clerk Position
Or by email to: vcsclerk@coldspringny.gov