



## **Incorporated Village of Plandome Heights**

### **Position Description**

#### **CLERK-TREASURER**

##### The role of the Clerk -Treasurer –

The Clerk-Treasurer works at the direction of the Mayor and is the Chief Administrative and Financial Officer of the municipality. This position is responsible for the books and records of the municipality, minutes of meetings of the Trustees, orders to pay claims of vendors, collecting property taxes, keeping the books of account and banking records for the General Fund and a Capital Projects Fund and directs the day-to-day operations of the Village. This position responds to resident requests and complaints and supports the activities of the building department in preparing building permits and certificates of occupancy. This position also serves as the recording secretary and administrative assistant to the periodic meetings of the subsidiary boards (such as architecture, zoning, planning) of the Village. There is a Deputy Clerk who supports or stands-in for the Clerk-Treasurer in all of these functions.

The Mayor is the Chief Executive Officer of the municipality and is a volunteer who is elected by the voters and works on a part-time basis. The Mayor organizes and manages the monthly meetings of the governing board of Trustees and he directs the work of the Clerk-Treasurer, who is the only full-time employee of the municipality. The Clerk-Treasurer must be a resident of Nassau County.

##### The Village of Plandome Heights –

The Village of Plandome Heights covers 0.2 square miles and has 326 households and approximately 1,000 residents. The Village's primary responsibilities include sanitation, snow removal, road repair, building and zoning matters and a Justice Court. With a budget of approximately \$400,000 in total, it is among the smaller villages in the State of New York. The staff of the Village includes a full-time Clerk-Treasurer, a part-time Deputy Clerk-Treasurer/Court Clerk and a part-time Building Inspector. The Mayor, six Trustees and the various Boards volunteer their time. The Village website is [www.plandomeheights-ny.gov](http://www.plandomeheights-ny.gov).