

- Conducts the necessary research and provides support materials to aid those making informed decisions. Carries out assignments or directives of the Village Administrator.
- Office Management: Supervise office staff having diverse responsibilities to assure daily business operations of Village; offer employee training opportunities; conflict resolution, emotional support and encouragement, reassigns staff to temporarily assist other Departments; develop efficiencies. Schedules Summer Seasonal help. Interviews potential candidates to fill vacancies, participates in interviewing applicants for other departments as needed, assists Accounts Clerk in Civil Service matters ie- preparing hiring documents and determining proper titles; periodically review employee duties to assure no out of title work.
- Reviews office procedures and issuance of various licenses, permits, etc., to improve efficiencies. Visits village owned parking lots for reality checks on number of open spots, signage, etc.
- Reviews all office contracts, and troubleshoots problems ie- Telephone Service Provider, Telephone Hardware Maintenance, Computer Hardware, Software, WIFI, Website, Building Cleaning- Interior and Exterior: Carpeting, Flooring, Windows, Sound system, Electricity, Fire Extinguishers, Air duct Cleaning, Air Condition/Heating, Exterminators.
- Lynbrook Domaine Name annual license renewal, FCC license renewal, LENS Program- driver license review of all employees who drive Lynbrook owned vehicles.
- Purchases supplies, equipment as needed for Clerk's Office and various Departments, when necessary, based on Purchasing Policy and new NYS Procurement Regulations. Oversees maintenance needs of office equipment in all departments.
- Reads, reviews all departments purchases/claim vouchers before forwarding to Board of Trustees for payment.
- Reviews Payroll Clerk's entries for Village Hall staff before forwarding to Accudata for payment.
- Coordinates the information flow between the Village Administrator and office Staff, monitor and follow up with Department Heads regarding Board and Administrator requests.
- Assists and troubleshoots procedural and management issues as requested by Department Heads. Interprets policies, contracts and union agreements. Proof-reads important documents for typos, grammar and spelling.
- Responsible for assuring compliance with federal and state rules, i.e.: Workplace Violence Prevention Act reporting, Sexual Harassment, and other Department of Labor requirements, assist in Violations abatement. Implement risk management suggestions with Department Heads. Coordinates obtaining/fulfilling mandatory training requirements for all departments.

- Supervises retention of various records and disposition pursuant to NYSED State Archives and Records Administration (SARA) schedule; preservation of records as per SARA. Assist Village Administrator in processing FOIL filings and provide records to the public.
- Review FEMA disaster reimbursement submissions to secure reimbursement for damages to property and payroll costs.
- Assists in completing grant applications, responsible for required accounting of grant monies and timely filing of reimbursement requests.
- Works with Auditors and Deputy Treasurer at year-end on internal control matters. Prepares and files annual Tax Cap and Constitutional Tax Limit reporting with NYS.
- Composes correspondence, reports, memos, letters, miscellaneous notices, and resolutions as needed. Prepare written responses to letters from various entities on behalf of Mayor and Village Administrator.
- Provides front-desk service by providing general assistance to constituents including handling complaints by proper referral, assistance to Tax Search Firms, screens and directs telephone calls, performs casework, interprets rules and policies to the public.
- Supervise update of inventory of Village vehicles and sale of surplus items- on Ebay, Municibid, and other platforms as needed.
- Retrieve and provide certified copies of documents upon request.
- Reviews summary of various State changes to Municipal operations; attends related seminars.
- Provides computer support to various departments and acts as liaison with computer maintenance firm; reviews all of related invoices for accuracy. Helps update the website
- Attends regular and special Board meetings in absence of Administrator.
- Maintains trust by keeping information confidential as appropriate.