

## Village of Great Neck Estates

Secretary to the Board of Trustees

### Requirements:

- Written, verbal communication & interpersonal skills
- Organizational skills
- Proficiency in Microsoft programs
- Prior municipal experience a plus

### Duties:

- Primary point of contact for phone & visitor inquiries
- Processing & distribution of all mail
- Processing parking permits, meter coins, misc. receipts
- Processing resident Park/Pool membership (seasonal)
- Maintain Village files
- Maintain Village contracts listing
- Assist with updating Village website
- Assist with preparation of agenda

### Benefits:

- Empire Plan Health Insurance
- NYS Retired
- Accrued vacation, sick & personal time
- Deferred Compensation & NYS College Savings Plans (optional)

Send resumes and references to [admin@vgne.com](mailto:admin@vgne.com)