

Part-time Municipal Clerk

The Village and Town of Canton seek a part-time clerk to assist and support the Community Economic Development and Code Enforcement offices and functions.

The clerk works under the direction of the Director of Community Economic Development, and also supports the Code Enforcement Office staff. The position is 15 to 18 hour/week, including some evening hours. Compensation is commensurate with education and experience.

Specific responsibilities of the clerk include but are not limited to:

- Provide general clerical support for the offices of Community Economic Development and Code Enforcement; assist with correspondence and communications
- Prepare and distribute/post agendas and take, prepare, and distribute minutes for the Economic Development Consortium and Economic Development Steering Committee
- In consultation with the chairs of the Village and Town Planning Boards and Zoning Boards of Appeals, prepare and distribute/post monthly meeting agendas, attend meetings to take and record minutes, prepare minutes for distribution
- Assist with applications for and administration of grants:
 - Gather and coordinate necessary information for applications
 - Produce and organize documentation, paperwork, filing information, etc., including documenting hours needed for matches and monitoring sign-in sheets
 - Communicate and coordinate with grant partners and recipients
 - Gather information to complete status reports and grant compliance
 - Gather documentation for reimbursement requests
- Research policy, program, development, etc., opportunities
- Other supporting duties, as assigned

The ideal candidate will be organized and detail oriented, and must be able to work both independently and collaboratively. The position requires strong communication skills, computer proficiency, including word processing and data entry and management, and social media familiarity; office and administrative experience, including grant administration, are helpful.

Interested applicants may direct a letter of interest, resume, and three references to: Part-time Clerk Search c/o Leigh Rodriguez, Village of Canton, 60 Main Street, Canton NY 13617; lrodriguez@cantonny.gov. Applications will be reviewed beginning January 15, 2020.