



BUILDING/CODES DEPARTMENT COORDINATOR

The Village of Brockport (2.2 square miles, population ~8,300 which doubles when College is in session, ~1,768 parcels) seeks individual to assist the Building/Code Enforcement Department and Planning Board and Zoning Board of Appeals in a variety of clerical, customer service, meeting minutes taking and record keeping functions. The BI/CE Department is located at Brockport Village Hall and is comprised of 1 full time BI/CEO and the Coordinator. The full time BI/CEO serves as direct supervisor to the Coordinator.

Education and Experience: secretarial, business, or related field. Associates Degree and public sector/municipal experience preferred. Must have excellent public relations skills, a positive attitude, be a quick learner, detail/accuracy oriented and able to multi-task/prioritize. Familiarity with Microsoft Office and Google+/Google Maps is necessary. Additional task-specific computer programs are utilized such as I.P.S. (Integrated Property System) by B.A.S.

Full time Monday – Friday 8:30am to 4:30pm – 40 hours/week to include monthly evening meeting of the Planning Board (currently 2nd Monday at 7pm upon application) and Zoning Board of Appeals (currently 1st Thursday at 7pm upon application). Wage commensurate with experience. Excellent benefits. New York State Retirement System.

Position is Civil Service Exempt – title is Secretary to Planning and Zoning Boards. No exam.

Download employment application from www.brockportny.org. Send cover letter to include names, titles and contact information for 3 references, and résumé with completed employment application by e-mail to: lmorelli@brockportny.org or by mail to: Village of Brockport Attention: Village Clerk 127 Main Street Brockport, NY 14420.

Application deadline: Noon, Wednesday, October 10, 2018

Leslie Ann Morelli
Brockport Village Clerk