



VILLAGE OF BROCKPORT

127 Main Street · Brockport, New York 14420
Telephone (585) 637-5300 · Fax (585) 637-1045
Website: www.brockportny.org

*The Victorian Village on the Erie Canal
Preserve America Community
Listed on the State and National Registers of Historic Places
Certified Local Government
Tree City USA Community
Erie Canalway Heritage Award of Excellence
NYS Climate Smart Community
NYS Clean Energy Community*

EMPLOYMENT OPPORTUNITY: VILLAGE OF BROCKPORT BUILDING/CODES COORDINATOR / PLANNING BOARD/ZBA CLERK

The Village of Brockport seeks an individual to assist the Building/Code Enforcement Department, Planning Board, Zoning Board of Appeals in a variety of clerical, customer service and record keeping functions, as well as additional clerical duties to support the Village Manager/Village Board. See <http://www.brockportny.org/departments-services/building-code> to learn more about the functions of this office.

Education and Experience: Associates Degree and public sector/municipal or paralegal experience preferred. Potential candidate must have a positive attitude, be adaptable, and able to multi-task/prioritize. Candidate must be detail and accuracy oriented with strong communication skills. Microsoft Office experience required. Additional department specific computer programs are also utilized such as I.P.S. and Laserfiche.

Full-time 40 hours a week with excellent benefits and NYS Retirement System eligible. Monday-Friday, 8:30am to 4:30pm. Hours include evening Planning Board and Zoning Board of Appeals monthly meetings when applications are received and Monday Village Board meetings twice a month. The position is Civil Service Exempt. The Village of Brockport is an equal opportunity employer.

Submit a cover letter and resume to Village Manager Erica Linden at elinden@brockportny.org or mail to 127 Main St., Brockport, NY 14420. Deadline to apply is close of business, Monday, March 15, 2021.

Mayor Margaret B. Blackman
Trustee/Deputy Mayor John D. LaPierre
Trustees Annette M. Crane, Shawn Halquist, Katherine J. Kristansen