



CITY OF BEACON
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EMPLOYMENT OPPORTUNITY: CITY CLERK

SALARY: \$70,000

The City of Beacon (Dutchess County, NY) is recruiting for the full-time position of **City Clerk**. Candidates should submit by a cover letter and resume to Sara Morris, Director of Human Resources, at HR@BeaconNY.gov by 4:00 p.m. on May 15, 2023. The position is anticipated to begin early June.

The City of Beacon is a small, diverse city (population 14,000 residents) located on the Hudson River sixty miles north of New York City. With more than 120 employees and an annual combined budget of more than \$32 million, Beacon is managed by a part-time Mayor and full-time City Administrator and governed by a seven-member City Council. The Administration and department heads value the City's collaborative, professional, and supportive work environment and are committed to providing outstanding public service.

The City Clerk is a full-time, managerial position based upon a Monday to Friday, forty (40) hour work week. The City Clerk serves as a critical position in the Administration who works directly with the Mayor, City Administrator, Department Heads, and the public. The position is appointed by the Mayor and not subject to a Civil Service exam.

The City Clerk performs a range of duties, including: maintain and file agreements, such as contracts, performance bonds, letters of credits, insurance certificates, vital records, and petitions; publish legal notices for auctions, bond ordinances, and public hearings conducted by City Council; manage and respond to FOIL requests; administer various permits and associated licensing fees; obtain and maintain signed oaths of office; and issue certified copies of vital records. The work is performed under the general direction of the Mayor and City Administrator and works closely with other department heads.

Primary Responsibilities Include:

- Acts as City of Beacon FOIL Officer.
- Serves as NYS Registrar of Vital Statistics for the City and issues certified records, including birth and death certificates.
- Records and certifies resolutions of the City Council.
- Administers and is custodian of City Records.
- Issues various permits and licenses, and collector of associated fees.
- Manages Dog Control Officers and manages dog licensure.
- Assists the Public with various inquiries.
- Advises City Departments on document retention and destruction policies.

- Provides information to public on City website
- Issue monthly and annual report on Clerk activities

Preferred Qualifications:

- Proficiency with office technology and software, including Microsoft Word, Adobe, Excel, WordPress, Zoom, PowerPoint, and Eagle.
- Work independently, prioritize tasks, and manage deadlines.
- Knowledge of best practice methods and procedures used in maintaining records.
- Ability to prepare reports.
- Demonstrated interpersonal skills and ability to effectively work with a diverse community and staff in a team-oriented environment.
- Licensed as Notary Public in New York State.
- Willingness to continue training to maintain and improve professional standards in field.

Salary and Benefits:

- Salary will be commensurate with candidate experience (starting at \$70,000).
- Benefits offered include health, dental, vision, and life insurance.
- Retirement benefits provided through the New York State and Local Retirement System.
- Employees eligible for participation in the New York State Deferred Compensation Plan.
- Generous vacation leave, personal time, sick leave, holiday pay, and holidays.

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the City of Beacon Human Resources Department. The City of Beacon does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, marital status, national origin, religion, disability, familial status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability, if requested.

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