VILLAGE CLERK
Village of Croton-on-Hudson, New York

The Village of Croton-on-Hudson is seeking a professional and responsible individual to serve as Village Clerk, a key leadership role within the Village's governmental structure. The incumbent is retiring after serving in this position for the past 19 years.

Croton-on-Hudson, founded in 1898, is a suburban community located in Westchester County, New York, and has a population of approximately 8,300. The Village operates under the Council-Manager form of municipal government, having established the office of Village Manager in 1971, and provides a full range of services including: police, fire, EMS, justice court, public works, water, parks & recreation, building and engineering and land use administration.

The Village Clerk will play a vital role in engaging with the public and all Village officials, employees, boards, and committees. Reporting directly to the Village Manager and under the general supervision of the Village Board of Trustees, the responsibilities of the Village Clerk include:

- Acting as the custodian of all official Village records, including maintaining copies of all local laws and board resolutions.
- Maintaining the official seal of the Village and administering oaths of office to all public officers.
- Serving as clerk of the Board of Trustees, including attending meetings and preparing the meeting minutes.
- Serving as the Records Access Officer and administering all responses to Freedom of Information Law (FOIL) requests.
- Serving as Registrar of Vital Statistics, by maintaining records of all births and deaths that occur in the Village and issuing certified copies upon request.
- Administering the Village's property insurance, workers compensation insurance and employee benefits (medical, dental and vision insurance).
- Serving as liaison between the Village and Westchester County Dept. of Human Resources related to the onboarding and offboarding of all Village employees.
- Issuing permits and licenses, such as filming permits, solicitor permits and street/park vendor licenses.
- Ensuring compliance with filing, publishing and posting requirements for the various facets of Village operations.
- Keeping an indexed record of all written notices of the existence of a defective, unsafe or dangerous condition of any Village street or sidewalk.

The ideal candidate will possess sound judgment, integrity, exceptional attention to detail, strong problem-solving skills, ~~and~~ excellent interpersonal and communication abilities and a commitment to public service. They must be able to work independently in a fast-paced office environment, manage statutory responsibilities and deadlines and possess exceptional organizational, quantitative and writing skills. The ideal candidate would have familiarity with New York State Village Law and Civil Service Law, knowledge of the NYBEAS system, experience building and fostering a strong cohesive workforce, and experience drafting meeting minutes.

**Minimum Training and Experience:** A high school diploma is required, along with four years of business experience in an administrative or supervisory capacity. A bachelor's degree in business administration, public administration or a closely related field is preferred, along with three years of municipal government experience. It is preferred that the Village Clerk be a licensed Notary Public; if not, it is expected that the license be obtained at the earliest opportunity.

**Residency**: In accordance with state law and the Village Code, the Village Clerk must reside within Westchester County at the time of appointment.

**Salary and Benefits:** The salary range for the position is $110,000 to $130,000 per year depending on qualifications and experience. A generous benefit package is also included.

Candidates should submit a letter of interest and resume using the following online employment application: https://www.crotononhudson-ny.gov/759/Employment. Applications should be submitted no later than October 29, 2026.

The Village of Croton-on-Hudson is an equal opportunity employer; all qualified candidates are encouraged to apply.