

JOB OPENING

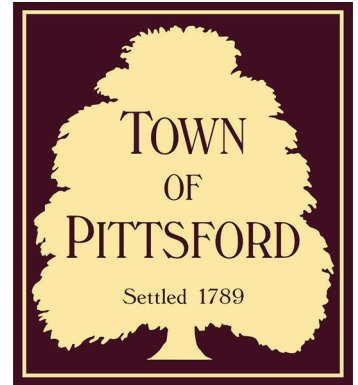
Supervisor's Office

Position: **Secretary to Town Supervisor**

(Full-Time)

Posted: February 07, 2018

Deadline: March 07, 2018



The Town of Pittsford has an opening for the position listed above.

Primary Responsibilities:

The Secretary to the Town Supervisor is accountable for maintaining communications and linkage between the Town Supervisor, department heads, town council members, town attorney, advisory boards, media and residents.

The incumbent maintains regular contact with Town Supervisor to discuss ideas and aid in decision making. Works closely with internal departments and external contacts. This position requires exceptional people skills, computer skills, written and phone communication skills.

Residency: must live within 15 miles of Town Hall.

Responding to the Town of Pittsford residents for information and concerns is an important aspect of this job. The candidate must have the ability to communicate effectively with the general public and act as a representative for the Town of Pittsford.

Background checks are required for all employment in the Town of Pittsford. All offers will be subject to successful completion of an acceptable background check.

Interested candidates should send an application, cover letter & resume by mail, email or fax to:

Town of Pittsford
11 South Main Street
Pittsford, NY 14534
Attn: Personnel Department

Email to: cfleming@townofpittsford.org
Fax to: (585) 248-6247
For an employment application, click [HERE](#)