

The Village of Sea Cliff is accepting resumes to fill the full time position of Secretary to the Zoning Board.

The Secretary to the Zoning Board is responsible for the preparation and administration for Planning and Zoning Board meetings, as well as other building department functions.

Applicant must be computer literate, ability to maintain confidentiality with strong organizational and communication skills.

All interested parties should send resumes to:

Marianne Lennon, Village Clerk

PO Box 340

Sea Cliff, NY 11579

Or by email to : [mlennon@seacliff-ny.gov](mailto:mlennon@seacliff-ny.gov)