

VILLAGE OF BELLPORT

MAYOR
MAUREEN VEITCH

DEPUTY MAYOR
NATHAN ROHRMEIER

TRUSTEES
LORRAINE KUEHN
MICHAEL YOUNG
DAN POLNER



VILLAGE CLERK
MARY PONTIERI

VILLAGE ATTORNEY
LARRY DAVIS

The Village of Bellport is seeking a dedicated and detail-oriented professional to serve as Village Clerk. This key administrative role supports the daily operations of local government and ensures transparency, efficiency, and excellent service to the community.

Key Responsibilities:

- Maintain official records, documents, and meeting minutes
- Prepare agendas and coordinate village board meetings
- Manage licenses, permits, and public notices
- Serve as a liaison between residents and village officials
- Ensure compliance with local, state, and federal regulations

Qualifications:

- Strong organizational and communication skills
- Experience in office administration or municipal government preferred
- Proficiency in Microsoft Office and record-keeping systems
- Ability to handle confidential information with integrity

Compensation: Competitive salary based on experience, with benefits package available

How to Apply:

Application is available online at www.bellportvillageny.gov. Please submit your application, resume and cover letter to villageclerk@bellportvillageny.gov, or mail to Village of Bellport, 29 Bellport Lane, Bellport, New York 11713 attention: Mary Pontieri