

**Town of Esopus**  
**Seeking Board Secretary**

**Position:** Secretary to the Waterfront Advisory Board

**Description:** The Secretary shall keep minutes of all meetings and shall maintain a file of all correspondence and records.

**Salary:** \$12/hour

**Secretary to the Environmental Board**

**Current Board Size:** 9 members

**Board Meeting Frequency:** Monthly

**Board Meetings Held:** 3<sup>rd</sup> Wednesday at 7:30 pm

**Secretary to the Waterfront Advisory Board**

**Current Board Size:** 9 members

**Board Meeting Frequency:** Monthly

**Board Meetings Held:** 1<sup>st</sup> Wednesday at 7:00 pm

**Board Meeting Location:** Town Hall Community Room

**To Apply Please Contact:** Shannon Harris  
Town Supervisor  
845-331-0676 OR  
supervisor@esopus.com