

### **Zoning Board of Appeals Vacancy (CLOSED 07/08/2020)**

Resumes of interested candidates may be forwarded to the Town of LaGrange. The Zoning Board of Appeals hears and decides on appeals from and reviews any order, decision and determination made by the Building Inspector. The board is empowered to modify the strict requirements of zoning adding flexibility to land use regulations through the exercise of administrative discretion concerning the unique aspects of a given lot, home location, or project.

Zoning Board of Appeals Members are appointed by the Town Board for 5-year terms. The board is empowered to modify the strict requirements of zoning adding flexibility to land use regulations through the exercise of administrative discretion concerning the unique aspects of a given lot, home location, or project. Variances to zoning regulations are granted when exceptional or unique physical conditions create practical difficulty or unnecessary hardship depriving the owner of reasonable use of the land. Authority is granted in Section 100-93 of the Town Code to interpret the Zoning regulations. In doing so, information is gathered and input accepted from the public and adjacent land owners to assure that providing relief to the hardship does not diminish the value of adjoining property, public health, safety or harmony with the surrounding community. Regular Meeting Schedule: The Zoning Board of Appeals meets on the first Monday of each month at 7:00 p.m.

Submit resume online, via email, fax @845-240-7004, or mail to Town of LaGrange  
Attn: Legislative Aide 120 Stringham Road Lagrangeville, NY 12540

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### **Parks and Recreation Director (CLOSED 7/8/2020)**

This is a civil service competitive administrative position having responsibility for managing, planning, and directing the parks, staff, as well as the recreation program for the Town of LaGrange.

The Town of LaGrange is seeking an individual who can fulfill the duties of overseeing our parks and recreation programs. Ideal applicants should have a Bachelor's degree, usually in Park Management, Public Administration, or a related field. The ideal candidate would have at least four years of experience supervising staff in park management or other relevant work.

This position requires you to be able to work in an office setting, as well as at our parks, and coordinate and manage public events. This individual is not only responsible for ensuring that parks are maintained and well-kept, but also for improving facilities and maintaining programs that are available to the community. The parks/recreation director will also have to budget the department's finances and implement plans to improve or update facilities for the benefit of the community.

If problems arise within the parks and/or recreation system, the director is responsible for resolving such issues in an efficient and timely manner. The director will also implement and enforce policies and procedures. Management of employees including groundskeepers, recreation assistant, marketing, seasonal recreation leaders, lifeguards, etc. This position requires interaction with boards, government officials, and the public, so excellent leadership and communication skills are required.

Possession of a valid New York State License at time of appointment. Civil Service Examination will be required Dutchess County Human Resources.

Salary commensurate with education and experience

Submit resume online, via email, fax @845-240-7004, or mail to Town of LaGrange Attn: Legislative Aide 120 Stringham Road Lagrangeville, NY 12540

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**Clerk to the Justice / F/T (CLOSED 2/26/2020):**

The Town of LaGrange Court office is seeking qualified candidates for the full-time position in our court office. A qualified candidate MUST have prior Court Clerk experience (preferably 2+ years), be professional and able to work in a fast-paced office environment, detail oriented, ability to multi-task, possess excellent computer and communication skills. This position is a 35-hour work week in addition to weekly evening court sessions. Current Court Clerk training preferred. Job duties include but not limited to: Interaction with the public, legal and law enforcement personnel, Maintenance of court records, Collection of fees/fines, reporting to various state agencies timely, Prepare court calendar as well as correspondence. Eligible candidates can email resumes to personnel.

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**Clerk to the Justice / F/T (CLOSED 11/26/2019):**

The Town of LaGrange Court office is seeking qualified candidates for the full-time position in our court office. A qualified candidate MUST have prior Court Clerk experience (preferably 2+ years), be professional and able to work in a fast-paced office environment, detail oriented, ability to multi-task, possess excellent computer and communication skills. This position is a 35-hour work week in addition to weekly evening court sessions. Current Court Clerk training preferred. Job duties include but not limited to: Interaction with the public, legal and law enforcement personnel, Maintenance of court records, Collection of fees/fines, reporting to various state agencies timely, Prepare court calendar as well as correspondence.

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**Planner / F/T (CLOSED 12/9/2019):**

The Town of LaGrange is seeking a planner with good knowledge of the purposes, principles, and terminology employed in municipal, regional and community planning; good knowledge of zoning and subdivision principles; current problems and literature in the field; good knowledge of research methods and techniques; good knowledge of federal and state programs related to the planning process; and, the ability to develop skills and techniques in preparing specialized planning projects such as land development, community development, economic development, transportation, housing, water supplies and others; ability to learn various software packages for transportation modeling and geographic information systems; and, ability to understand complex oral and written directions.

The Planner is responsible for the research, preparation of reports and studies, and recommendation of solutions to planning problems. The individual must be able to work independently on a wide range of planning problems. Typical work activities include conducting studies involving research, investigation and analysis of sociological, economic and environmental factors related to municipal, regional, community and transportation planning. Collect, analyze and presents various transportation, land use and socioeconomic data. Conducts studies on actual and potential land use, business development, and housing. Prepare charts, drafts, designs, scaled layouts and other illustrative materials. Meets with municipal planning boards, zoning boards and legislative bodies to advise on planning matters and make recommendations. Participate in

meetings with civic and business leaders concerning municipal and/or county planning needs. Prepares or assists in the preparation of applications for state and federal grants-in-aid. Provides information to the public via telephone or in person. Assists with implementation and maintenance of GIS applications.

Candidate must meet the minimum qualifications and possess a Master's degree in Planning or a related field (i.e. urban studies, environmental sciences, civil engineering, geography, economics or transportation planning - or - a Bachelor's degree in Planning or a related field and one (1) year of technical work experience in planning. Possession of a valid New York State License at time of appointment. Civil Service Examination will be required when announced by Dutchess County Human Resources.

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### **Municipal Secretary F/T for Public Works (CLOSED 6/13/2019):**

The Administrator of Planning and Public Works is seeking resumes for interested applicants for the position of Municipal Secretary. This is a full-time, year round position requiring the candidate to perform the following duties: Answer phones, interact with the public, record and prepare deposit for all monies received for public works, ability to cover an occasional evening planning board meeting. Strong customer service skills required. Working knowledge of Microsoft Excel and Word required. Ability to read plans preferred but not necessary. Civil Service Exam will be required when made available by Dutchess County. Resumes may be submitted to [ktighe@lagrangenyny.gov](mailto:ktighe@lagrangenyny.gov)

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### **Court Clerk/Part-time (CLOSED):**

Town of LaGrange is considering candidates for the part-time position of Court Clerk. Prior Court Clerk experience preferred. Job duties inclusive but not limited to maintaining court calendar, opening/sorting mail, answering phones, receipt and recording of fees and fines, generating letters. Must be detail oriented with good computer and communication skills.

Resumes for this position can be emailed to [ktighe@lagrangenyny.gov](mailto:ktighe@lagrangenyny.gov) or mailed to LaGrange Town Hall 120 Stringham Road Lagrangeville, NY 12540 Attn: Kelly Tighe

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### **Clerk to the Justice / Full-time (CLOSED 1/8/2019):**

Town of LaGrange is considering candidates for the full-time position of Clerk to the Justice. Prior Court Clerk experience required. Job duties inclusive but not limited to interaction with the public, legal and law enforcement personnel, maintenance of court records, collection of fees/fines, reporting to various state agencies timely, prepare court calendar as well as correspondence. Must be detail oriented with good computer and communication skills. The position is a 35-hour work week in addition to one Court session weekly.

Resumes for this position can be emailed to [ktighe@lagrangenyny.gov](mailto:ktighe@lagrangenyny.gov) or mailed to LaGrange Town Hall 120 Stringham Road Lagrangeville, NY 12540 Attn: Kelly Tighe.

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### **Deputy Tax Receiver P/T (LaGrange Residency Required-CLOSED 1/8/18):**

The Tax Receiver is seeking resumes for interested applicants for the position of Deputy Tax Receiver. This is a part-time, year round position requiring a LaGrange resident to perform the following duties: Receive, record and deposit all monies received for tax and utility billing, Prepare bank deposits, Utilize various software programs and office machines in recording the disposition of moneys received, Prepare monthly, quarterly and yearly reports, Supply information to the public, Prepare tax bills and receipts for mailing and other tasks as assigned in relationship with assisting the Receiver of Taxes with her duties.

Resumes may be submitted to the attention of Margaret Schmitz, Receiver of Taxes via EMAIL.

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**Groundskeeper F/T (CLOSED 11/29/2017):**

The Parks and Recreation Department is seeking applicants and resumes for the position of Parks and Recreation Groundskeeper. This is a full-time, year round position requiring groundskeeping ability, operation of equipment and some maintenance/repair of buildings. CDL preferred.

Applications will be accepted through December 5, 2017. You may submit your completed application to the Parks & Recreation Director.

Call 845-452-1972 with questions.

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**Senior Groundskeeper F/T (CLOSED 11/29/2017):**

The Parks and Recreation Department is seeking applicants and resumes for the position of Parks and Recreation Senior Groundskeeper. This is a full-time, year round position requiring groundskeeping ability, operation of equipment and some supervision of staff and maintenance/repair of buildings. CDL preferred.

Applications will be accepted through November 17, 2017. You may submit your completed application to the Parks & Recreation Director.

Call 845-452-1972 with questions.

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**Groundskeeper assigned to reside on-site at Freedom Park (CLOSED 11/8/2017):**

This individual is responsible for the oversight of Freedom Park, including: Maintenance of Buildings, Ensuring Park Security, Groundskeeping, Operation of Equipment, Preparation and Monitoring of Park Events and additional duties as assigned. CDL preferred. This is a full time position requiring the employee to reside on park grounds.

Applications will be accepted through October 13, 2017. You may submit your completed application to the Parks & Recreation Director.

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**Ethics Committee Member (CLOSED):**

The Town of LaGrange is seeking a candidate interested in becoming a member of the Ethics Committee. The function of the board of ethics is to render advisory opinions to the town officers and employees regarding Article 18 or the local code of ethics. It may also act as the repository of any required annual financial documents. The committee must have mixed party representation and is currently seeking non-republican candidates that reside in the Town of LaGrange. If you are interested in becoming a committee member, please submit your resume [HERE](#).

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**Planning Board Member (LaGrange residency required-CLOSED 1/12/2017):**

The Town of LaGrange is seeking a candidate interested in becoming a member of the Planning Board. The Planning Board is charged with administering land use regulations and land subdivision for the orderly, efficient and economical development of the Town. In the process, information and comments from the public are gathered and evaluated to properly consider safety, flood, fire protection, drainage, traffic flow, town facilities and recreation facilities.

Consideration is given to the site environment, the scale and character of the existing neighborhood and overall improvement of the Town. The Planning Board advises the Town Board on legislation concerning growth and development of the Town. The Planning Board Members are appointed by the Town for 5-year terms and meet the third Thursday of each month at 7:00pm. If you are interested in becoming a member of this board, please submit your resume.

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**Deputy Town Clerk (Closed 12/30/2016):**

Applications for the position of Deputy Town Clerk are now being accepted. Resumes can be sent to the Town Clerk at [oreillyrao@lagrangeny.gov](mailto:oreillyrao@lagrangeny.gov). The position is Full Time Monday through Friday from 8:30am to 4:00pm. Individual must possess strong customer service skills and be detail oriented. Proficiency in WORD and EXCEL required.

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**Secretary to Zoning Board of Appeals (Closed 12/5/2016):**

Town of LaGrange is considering candidates for the full-time position of Secretary to Zoning Board of Appeals. Job duties inclusive but not limited to maintaining records, typing minutes of zoning board of appeals meetings, producing board correspondence, maintain board files, schedule hearings and notify appropriate parties, place legal notices, answer calls concerning zoning matters, perform municipal record searches, receive zoning applications, collect application fees, schedule fire inspections, maintain department logs. Must be detail oriented with good computer and communication skills. Resumes for this position can be sent to the Personnel Department.

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**Secretary to Zoning Board of Appeals (Closed 12/5/2016):**

Town of LaGrange is considering candidates for the full-time position of Secretary to Zoning Board of Appeals. Job duties inclusive but not limited to maintaining records, typing minutes of zoning board of appeals meetings, producing board correspondence, maintain board files, schedule hearings and notify appropriate parties, place legal notices, answer calls concerning zoning matters, perform municipal record searches, receive zoning applications, collect application fees, schedule fire inspections, maintain department logs. Must be detail oriented with good computer and communication skills. Resumes for this position can be sent to the Personnel Department.

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**Court Clerk (Closed 8/7/2016):**

Town of LaGrange is considering candidates for the part-time position of Court Clerk. Prior Court Clerk experience preferred. Job duties inclusive but not limited to maintaining court calendar, opening/sorting mail, answering phones, receipt and recording of fees and fines, generating letters. Must be detail oriented with good computer and communication skills. Resumes for this position will be accepted until 08/07/2016.

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**Deputy Town Clerk (Closed 5/31/16):**

Applications for the position of Deputy Town Clerk are now being accepted. Resumes can be sent to the Town Clerk at oreillyrao@lagrangeny.gov. The position is full time Monday through Friday from 8:30am to 4pm. Proficiency in WORD and EXCEL required. Must be a LaGrange resident.

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**Parks/Recreation Laborer-FT (Closed 5/31/2016):**

The Parks & Recreation Department is seeking applicants and resumes for the position of parks & recreation laborer. This is a full-time, year round position requiring groundskeeping, landscaping ability, sports field lining, mechanical knowledge, operation of equipment and maintenance/repair of buildings. CDL strongly preferred. Call 845-452-1972 with questions or submit resume via EMAIL.

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**Dog Control Officer (Closed 4/27/2016):**

This individual is responsible for impounding and disposing of stray, unlicensed, nuisance, dangerous or unleashed dogs. The work is carried out in response to law enforcement requests and/or complaints from residents, in accordance with the provisions of New York State Law and the local animal ordinance. In addition, will work closely with the Dutchess County Department of Health Department in regard to possible rabid animals. Enforcing state laws pursuant to Article 7 of the New York State Agriculture and Markets Law, including dangerous dog enforcement and prosecution. Court-ordered seizures are initiated and carried out by this office. Resumes for this position will be accepted via email or may be mailed to:

Town of LaGrange Attn: Legislative Aide, 120 Stringham Road LaGrangeville, NY  
12540

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**Freedom Lake Caretaker (Closed 3/4/2016):**

This individual is responsible for oversight of Freedom Park, including:

Maintenance

Ensuring Park Security

Groundskeeping

Preparation and Monitoring of Park Events and additional duties as assigned

Required to work without direct pay, in exchange for monthly rent. Hours worked in excess of the required number of Caretaker hours/weeks is payable at an hourly basis as set forth at the reorganization meeting scheduled in January each year.

Interested candidates may contact Sandy Washburn, Recreation Director at 452-1972.

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**Zoning Board of Appeals Alternate (Closed 2/10/2016):**

Resumes of interested candidates may be forwarded to the Town of LaGrange.

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**Deputy Town Clerk (Closed 01/06/2016):**

Applications for the position of Deputy Town Clerk are now being accepted. Resumes can be sent to the Town Clerk at oreillyrao@lagrangeny.org. The position is full time Monday through Friday from 8:30am to 4pm. Proficiency in WORD and EXCEL required. Must be a LaGrange resident.

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**Clerk to the Justice (Closed 10/30/2015):**

Town of LaGrange is considering candidates for the full-time position of Clerk to the Justice. Prior Court Clerk experience preferred. Job duties inclusive but not limited to interaction with the public, legal and law enforcement personnel, maintenance of court records, collection of fees/fines, reporting to various state agencies timely, prepare court calendar as well as correspondence. Must be detail oriented with good computer and communication skills. The position is a 35 hour work week in addition to one Court session weekly.

Resumes for this position will be accepted until 10/21/2015. APPLY HERE

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**Court Clerk (Closed 10/30/2015):**

Town of LaGrange is considering candidates for the part-time position of Court Clerk. Prior Court Clerk experience preferred. Job duties inclusive but not limited to maintaining court calendar, opening/sorting mail, receipt and recording of fees and fines, generating letters. Must be detail oriented with good computer and communication skills.

Resumes for this position will be accepted until 10/21/2015. [APPLY HERE](#)

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**Recreation Assistant (Closed 9/14/2015):**

This position is in the field of recreation and involves the performance of routine tasks under the direct supervision of the Recreation Director.

Responsibilities include coordinating activities, and programs as well as record keeping on activities, expenses and supplies.

Resumes for this position will be accepted until 9/11/2015. [APPLY HERE](#)