

VILLAGE MANAGER - Village of Ellenville, New York

JOB SUMMARY

The Village Manager is the Chief Administrative Officer of the municipality. This is a management position responsible for directing and supervising the operations of the Village. Responsibilities include fiscal administration, providing leadership and direction in the development of short- and long-range plans, advising the Mayor and Village Board of Trustees of financial conditions and future needs of the Village, and monitoring and ensuring government best practices and compliance with laws and regulations.

POSITION CONTEXT

This is an opportunity for the right person to make a big impact on a dedicated, energetic and growing community. You are our next Village Manager if you have a passion for getting things done, obsess over the details and are an excellent communicator.

The Village Manager is an administrative position, directly and solely responsible to the Mayor and Village Board of Trustees. The position is a full-time exempt position requiring some flexibility around typical office hours.

ESSENTIAL FUNCTIONS:

- **Administration:** Ensure all state laws, local ordinance, and village codes are executed efficiently and fairly. Ensure the Village day-to-day activities align with priorities of the Mayor and Trustees.
- **Department Management:** Oversees all village staff including the direct oversight of Village department heads. Ensure Village policy, reporting, and operational objectives are met.
- **Budget Preparation and Fiscal Management:** Prepares the annual budget, submits it to the Board of Trustees, and manages budget post-adoption. Continuously monitors revenues and expenditures to ensure fiscal responsibility.
- **Strategic Planning:** Leads short and long-term planning, analyzes data, and provides recommendations to the Mayor and Village Board.
- **Procurement and Contracting:** Acts as the purchasing agent, oversees bidding and contracting processes for village needs.
- **Reporting and Advisement:** Report to the Board on a monthly basis of the activities of the village. Provide frequent updates on the financial condition and unforeseen conditions within Village operations. Advise on solutions to problems and future needs.
- **Efficiency and Improvement:** Analyzes and improves work procedures and service delivery for greater efficiency.
- **Public Liaison and Representation:** Serves as a liaison with the public, attends meetings, communicates with media and maintains relationships with village commissions.
- **Ad-hoc Duties:** Ensure all village functions are met in instances of staff transition or vacancies. Performs additional duties as specified by the Village Code or assigned by the Village Board of Trustees.

SKILLS AND ABILITIES

- **Leadership:** Capable of inspiring and developing staff, inter-municipal cooperation, and relationship management with government officials.
- **Supervision:** Ability to manage a workforce including talent acquisition, labor negotiation, and training.
- **Government Expertise:** Knowledge of government operations with a preference for New York State local governance including code and best practices.
- **Economic Development:** Ability to leverage state and federal funding opportunities, redevelopment strategies, incentives, and streamlining permits.
- **Collaborative Leadership:** Proven effectiveness in teamwork with government officials and staff.
- **Partnership Building:** Ability to forge partnerships across government levels.
- **Communication Skills:** Excellent at writing, speaking, and tailoring messages for various audiences.
- **Project Management:** Efficient in leading complex projects with a focus on improving services.
- **Financial Acumen:** Strong in budgeting and financial management.
- **Adaptability and Problem-Solving:** Good at handling pressure, discretion, and quick problem-solving.

Experience

- Minimum of 2 years of prior experience as local government executive or comparable experience preferred.
- Demonstrated ability to develop effective working relationships based upon respect, trust and confidence.
- Approachable, welcoming style with the community and staff is essential.

Compensation

- Salary range from \$59,000-\$69,000 commensurate with experience.
- Includes health benefits and retirement.

Please provide a letter of interest, a current resume and at least three professional references to Mayor Evan Trent at: etrent@villageofellenville.com