Deputy Town Administrator | Town of Mamaroneck, New York

Mamaroneck, New York | $150,000 - $167,000

The Town of Mamaroneck is seeking an experienced municipal professional to serve as its next Deputy Town Administrator — a unique opportunity to play a key leadership role in a vibrant Westchester County community. The Town of Mamaroneck is located along beautiful Long Island Sound, approximately 30 minutes north of New York City and 10 minutes from the Connecticut border. The Town of Mamaroneck encompasses the Village of Larchmont, the unincorporated area, and the Village of Mamaroneck.

The Town provides a broad range of municipal services within a complex and highly engaged local government environment. Working under the general supervision of the Town Administrator, the Deputy Town Administrator oversees assigned departments, programs, and projects while providing direct administrative support to department heads and the Town Administrator. The position requires strong independent judgment, professionalism, and analytical ability. Candidates for this position must have experience working effectively with elected officials, department heads, employees, consultants, boards and the public.

Key responsibilities include but are not limited to: acting on behalf of the Town Administrator in their absence; administering and overseeing Town department programs, projects, and operational initiatives; supporting department heads and analyzing departmental information to make recommendations and take appropriate action; preparing oral and written reports, grant proposals, applications, contracts, statistical and financial abstracts; conducting investigations and presenting findings related to proposed programs, improvements and automation; representing the Town Administrator with public officials, consultants, Board members, employees and the public; attending Town Board and committee/advisory board meetings; identifying operational needs and working with the Town Administrator on contract negotiations, budget meetings and Town Board matters; serving as the principal liaison with the Westchester County Department of Human Resources on civil service matters; and advising Town officials, department heads and employees on the application and implementation of Westchester County rules and New York State Civil Service Law, rules and regulations.

Minimum qualifications: Bachelor’s degree and five (5) years of experience in municipal administration or municipal finance; or a Master’s degree in Public Administration or a closely related field and three (3) years of experience in municipal administration or municipal finance.

Salary range: $150,000 - $167,000 (annualized)

Benefits: medical, dental, and vision coverage, health club reimbursement, EAP, life insurance, paid vacation, sick leave, and holidays. The Town participates in the New York State Deferred Compensation Plan and the New York State & Local Retirement System. Additional information about the retirement system can be found at: www.osc.state.ny.us/retirement.

Ready to apply?

Please submit your cover letter and resume on Pracademic Partners recruitment portal at:
https://www.pracademicpartners.com/current-recruitments

A full recruitment brochure is available HERE.

Applications will be accepted until October 13, 2026.

Questions or confidential inquiries:
Gary Evans, Vice President at Pracademic Partners
gary@pracademicpartners.com

The Town of Mamaroneck is an Equal Opportunity Employer and encourages candidates from diverse backgrounds to apply.