

January 4, 2022

VILLAGE OF NYACK, NEW YORK

Population: 7,500

VILLAGE ADMINISTRATOR SEARCH

Overview of Nyack: The Village of Nyack is located on the west side of the Hudson River about 20 miles north of Manhattan. Nyack serves as “downtown destination” to several contiguous villages and hamlets. It’s home to Memorial Park, including a newly planned walkway along the Hudson River and serves as one of the key gateways to Rockland County and the Hudson Valley.

Nyack prides itself as a community focused on diversity and inclusion. This celebrated rivertown offers a vibrant walkable downtown known for restaurants, specialty shops, talented artists and an eclectic music scene. It also features incredible views with easy access to both the Mario M. Cuomo Bridge Shared Use Path and NYS parklands perfect for hiking, biking, birdwatching, kayaking and more.

Nyack boasts historic sites ranging from a stop on the Underground Railroad to the Edward Hopper’s longtime home – now a museum – as well as a major hospital; a school district enviable for its diversity, academic excellence, wide variety of arts, athletic and civic engagement opportunities; a variety of housing options and easy access to major transportation modes.

Our scenic views, distinguished architecture and vibrant, socially conscious community make Nyack an exciting place to live, work and play. The year 2022 brings both challenges and opportunities for Nyack’s continued growth and development.

About the Village Administrator position: The Village of Nyack operates under the council-manager form of government. The Board of Trustees is the governing body and consists of a mayor and 4 trustees who appoint a professional Village Administrator who serves as the Chief Administrative officer for Village government services.

This is a challenging administrative position involving responsibility for providing economical & efficient overall direction, coordination & control of the day-to-day activities of the village. Responsibilities include overseeing the enforcement of rules, regulations, ordinances, local laws and codes of the village. The work is performed under the general administrative direction of the Village Mayor and Village Board in accordance with established policy with considerable leeway for the exercise of technical and administrative judgment. Supervision is exercised over approximately 50 full time employees.

Candidates should possess excellent communication, organization and problem-solving skills and have demonstrated leadership ability. Any combination of education and/or municipal, corporate or nonprofit experience – particularly in racial equity and/or sustainability – deemed relative and equivalent to a successful job performance, may be considered.

Nyack's Comprehensive Plan: The Board of Trustees has focused on developing a comprehensive planning strategy for our Village's future, guided by policy and focused on securing funding necessary to make needed infrastructure improvements.

The planning process has resulted in significant municipal capital improvement projects in progress and oversight of private development growth includes:

- A regional **hospital expansion** and multiple apartment complexes.
- Two new **housing developments** already under construction and as many as 3 others in the planning stage. These developments will add over 100 new apartments to the village.
- **Sidewalk projects** scheduled for areas of Broadway and throughout the village to continue our strategy to make Nyack a safe and walkable community.
- Major **water infrastructure** projects to replace water mains throughout the village.

The Administrator shall have the ability to build and maintain strong partnerships and relationships with a variety of community stakeholders as our citizenry and small business community return and rebuild from the COVID-19 crisis.

Typical Work Activities:

- Supervises and coordinates the activities of all village departments including planning work projects and services; coordinating the work of village employees and implementing personnel policies, rules and regulations.
- Ensures that the rules, regulations, ordinances, local laws and codes of the village are fairly and efficiently administered and recommends policy changes;
- Attends all meetings of the Village Board and provides information relevant to agenda items;
- Represents the village as the chief negotiator in labor negotiations;
- Acts as liaison between the village and other governmental entities and administrative agencies; Supervises the purchase of all materials, supplies, equipment and administers contracts related to such;
- Serves as the budget officer, which involves responsibility for the preparation and administration of the village budget;
- Conducts continuing studies of all activities and functions of the village, reports financial condition of the village to the Mayor and Village Board, makes recommendations and controls expenditures by enforcing appropriate administrative controls;
- Investigates and responds to all inquiries by residents and other interested persons concerning village government operations and services.

Skills, Abilities and Personal Characteristics:

Thorough knowledge of the principles and practices of public administration; good knowledge of village government and its operation; thorough knowledge of administrative techniques and practices to include budgeting, public relations, personnel administration, supervision and administrative control; knowledge of village codes and ordinances; ability to analyze and define problems and formulate appropriate solutions; ability to establish and maintain cooperative

relationships with public officers and the general public; ability to communicate effectively, both orally and in writing; ability to develop excellent public relations.

Educational Requirements: A bachelor's degree from an accredited college or university in public administration, finance, or a closely related field, with a master's degree preferred.

The position requires a minimum of five (5) years of progressively responsible experience as a municipal administrator or an assistant administrator in a community of comparable size and complexity, including considerable personnel experience in a union setting and strong financial management experience.

Salaries and Benefits: The village offers a competitive salary and benefits package DOQ.

Resumes and letters of interest should be addressed the attention of Mayor Don Hammond at

AdministratorSearch@nyack-ny.gov or by mail:

Village of Nyack
Attn: Mayor Don Hammond
9 North Broadway
Nyack, New York 10960