

## **Village of Pelham – Village Administrator**

The Village of Pelham is currently considering applications to fill the position of Village Administrator. The Village Administrator works with a dedicated team including an elected governing body consisting of a Mayor and six (6) trustees, a village office administrative team, department heads presiding over the Police and Fire Departments, the Department of Public Works and the Building Department and an engaged citizenry.

The Village Administrator is the Chief Administrative Officer, is hired by the Mayor and Trustees, and is responsible for the overall day-to-day operations including but not limited to the following responsibilities:

1. Oversee the enforcement of the rules, regulations, ordinances, local laws and codes of the village so that they are administered efficiently and impartially.
2. Oversee and coordinate personnel practices and the work of all village employees;
3. Prepare, as budget officer, when so designated by the Mayor, the annual operating budget according to law and keep the Board of Trustees informed as to financial status;
4. Be responsible for the preparation of all bid specifications and act as purchasing agent for all village offices, departments, boards and commissions;
5. Keep the Board of Trustees and appropriate village officials advised of pending federal, state and county legislation and of the availability of any applicable grants-in-aid from higher levels of government;
6. Attend all meetings of the Board of Trustees unless excused by the Mayor, with no right to vote;
7. Recommend to the Board of Trustees for adoption such measures as the Administrator may deem necessary or expedient for the improvement of administrative services through greater productivity and economy; and
8. Keep the village residents fully informed of Board policies and plans and perform such other responsibilities as required by the Board of Trustees.

The VOP's total FY2018-19 Adopted Budget is \$14,000,000+, with a Fund Balance of approximately \$1,500,000.

Requirements for the position are a college degree in public administration and/or at least five years' successful experience in a responsible executive position in government administration, or any equivalent training or combination of experience and training in municipal government. Preferred qualifications include strong financial management and leadership capabilities, and a track record of success with grants, intergovernmental relations, economic revitalization, and business and civic engagement.

The expected salary range is \$120,000 – 160,000, depending on qualifications, with an excellent benefit package. Applications will be accepted electronically by Terri Rouke, Village Clerk. Apply online at [terri.rouke@pelhamgov.com](mailto:terri.rouke@pelhamgov.com) and submit just one document (Word or PDF) that includes a cover letter, resume and a list of 3-5 professional references.

Questions should be directed to Terri Rouke at 914.738.2015 ext. 2.