

Assistant Village Manager

JOB POSTING:

The Village/Town of Mount Kisco, Westchester County, New York (pop. 11,067), seeks a qualified and experienced individual to fulfill the position of Assistant Village Manager. The Village/Town of Mount Kisco is 3.2 square miles in size, located approximately 35 miles north of New York City, and is bordered by the Towns of Bedford and New Castle. While geographically a small community, Mount Kisco is centrally located within Westchester County and accessible through a developed transportation network (including passenger rail service to Grand Central Station) and is home to a diverse population and transient day population (approximately 20,000). The Village consists of a complex mix of residential uses including single family homes, multi-family homes, cooperative apartments, condominiums and planned senior housing developments, as well as retail, office, medical (including Northern Westchester Hospital), and industrial uses within its 2,800 parcels.

The Village is seeking a professional, experienced, and knowledgeable person to serve as Assistant Village Manager. The Village's annual budget is slightly more than \$27 million that is predominantly comprised of General Fund operations, but also includes Water and Sewer Enterprise Funds, and a Library Fund. The successful candidate will demonstrate a good knowledge of government, constituent services, public relations, communications, project management, grants, economic development, emergency management, be able to prepare and maintain records and reports, and assist in organizing and administering a variety of programs, personnel, and activities. The position requires the ability to get along well with others, conduct themselves with integrity and sound judgment, and act on behalf of the Village Manager in their absence.

Excellent verbal and written communication skills is a must. A detailed job description and minimum qualifications is attached.

Salary is commensurate with education and experience in government. The Village also offers an excellent benefits package.

To apply, please send a cover letter, resume and references to:

Edward W. Brancati
Village Manager
Village/Town of Mount Kisco
104 Main Street
Mount Kisco, NY 10549

You may also email your application to ebrancati@mountkisco.ny.gov.

The Village/Town of Mount Kisco is an equal opportunity employer.

JOB DESCRIPTION

Job Title: Assistant Village Manager

Job Family: Manager

General Summary:

Under the direction of the Village Manager, an incumbent of this class is responsible for the successful management and timely completion of projects and certain aspects of daily operations of the Village as assigned by the Village Manager. This position may act for and on the behalf of the Village Manager during any absence or inability to act. Supervision may be exercised over Village personnel. Does related work as required.

Essential Duties and Responsibilities:

- Acts for and on behalf of the Village Manager as directed;
- Manage and complete projects as assigned by the Village Manager;
- Responsible for external communications of the Village such as drafting press releases, email alerts and notices, administration of the Village's Facebook page, and content management of the Village's website;
- Responsible for grant management including applications, administration, and reporting with the assistance of the Deputy Village Treasurer;
- Oversee emergency management in coordination with the Chief of Police and other first responders including the establishment and implementation of an emergency management plan as well as training associated with an adopted plan, and hazard mitigation planning;
- Assist Village Manager in developing, funding, managing, and completing various infrastructure projects;
- Provides administrative support to Department Heads;
- Coordinates and analyses information from Department Heads to make appropriate recommendation and/or take necessary action directly;
- Assist Village Manager in determining operational needs to upgrade Village services and resources;
- Provides Village Manager with oral and written information as requested, such as updates on department activities and personnel, special programs, and financial reports;
- Develops and prepares reports, grant proposals, applications, contracts, statistical and financial abstracts;
- Works with Village Manager to prepare for contract negotiations, budget hearings, and Board meetings;
- Carries out investigations and presents findings pertaining to proposed suggestions, programs, and automation of various functions;
- May be assigned complete charge of any operating unit and/or functions for a period of time by the Village Manager;
- Attend night meetings of various boards, commissions, and committees as directed;
- Answers correspondence;
- Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
- May perform other incidental tasks, as needed.

Required Knowledge, Skills, and Attributes:

Good knowledge of government, constituent services, public relations, communications, project management, grants, economic development, emergency management, be able to prepare and maintain records and reports, and assist in organizing and administering a variety of programs, personnel, and activities. The incumbent must possess a strong work ethic, a commitment to public service, and excellent verbal and written communication skills to perform the essential duties of the position. The position also requires an ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; an ability to get along well with others; integrity; and sound judgment.

Minimum Acceptable Experience and Training:

Possession of a Bachelor's Degree in Public Administration, Government, Political Science or closely related field with four (4) years of work experience in government, constituent services, public relations, communications, project management, grants, economic development, emergency management where at least one (1) year of experience included the supervision of others.

Consideration/Substitution of the education requirement may be given for long-term experience in a governmental managerial position.

**Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience. Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.*