



Job Title: Village Manager

Location: Village of Saranac Lake

Jurisdictional Class: Mayoral appointment with Board of Trustee approval

Full Time: 40 hours per week

Salary Range: \$75,000+

DISTINGUISHING FEATURES OF THE CLASS:

The Village Manager is the administrative head of the village government and implements the policies of the village as established by the Board of Trustees. The Manager receives assignments from the Village Board of Trustees then initiates them in accordance with Village Law and municipal code requirements.

IT SHALL BE THE DUTY OF THE VILLAGE MANAGER:

- A. To implement the policies set forth by the Board of Trustees.
- B. To supervise: Police Chief, Head Fire Driver, Director of Community Development, and Department of Public Works Superintendent, Treasurer, Code Enforcement Department
- C. To attend all meetings of the Board of Trustees.
- D. To act as ex-officio member of all Village advisory boards, committees, task forces, etc.
- E. To keep the Board of Trustees advised on the needs of the village.
- F. To provide courteous and prompt solutions to the public.
- G. To prepare and submit to the Board of Trustees an annual budget, including the annual reports of all village departments and such other reports as the Board of Trustees may request.

TYPICAL WORK ACTIVITIES:

- A. Prescribe or supervise the establishment of such working rules and regulations as deemed necessary or expedient for the conduct of all departments of the Village.
- B. In the event of a need to fill a vacant position, the Village Manager shall notify the Board of Trustees as soon as practical, and shall provide the Board with the job description or duties of such a position.
- C. Prepare the budget annually, after receiving estimates made by department heads, and submit it and any capital improvements, and recommendations for financing such improvements, to the Board of Trustees together with a message describing the important features, and be responsible for administration of the annual budget after adoption.
- D. Supervise the preparation of and submit to the Board of Trustees as of the end of the fiscal year a complete report on the finances and administrative activities of the Village for the preceding year, including summary reports from each department and

such reports as the Board of Trustees shall require.

- E.** Keep the Board of Trustees advised on the financial condition and future needs of the Village and make such recommendations as he or she may deem desirable.
- F.** Recommend to the Board of Trustees adoption of such legislation, policies and measures as he or she may deem necessary or expedient for the health, safety or welfare of the community, for the improvement of administrative services, and/or the improvement of the efficiency or economy of Village government.
- G.** Attend all meetings of the Board of Trustees and other meetings as the Board of Trustees shall direct, and may take part in the discussion at all regular and special meetings of the Board of Trustees but having no vote.
- H.** Subject to limitations of the annual budget, supervise and authorize the purchase of all materials, supplies and equipment without Board of Trustees' approval, per the Purchasing Policy, up to an amount not exceeding the sum which requires competitive bidding as specified in the General Municipal Law and as the same may hereafter be amended. Supervise the preparation of necessary documents for obtaining bids on materials, equipment or capital projects, as authorized by the Board of Trustees
- I.** Supervise the enforcement within the Village of all laws and ordinances of the state and Village, and the rules, bylaws and resolutions of the Board of Trustees, effectively and fairly.
- J.** Investigate all complaints and inquiries by the Board of Trustees or others in relation to matters concerning the administration of the government of the Village, including service maintained by the public utilities of the Village, and see that all franchises, permits and privileges granted by the Village are faithfully observed.
- K.** Direct any department to perform its duties or the duties of any other department.
- L.** Supervise and control all expenditures, encumbrances and disbursements to ensure that budget appropriations are not exceeded and audit all claims against the Village.
- M.** Submit all matters involving Village policy to the Board of Trustees prior to taking a position on any such matters of policy.
- N.** Participate on behalf of the Village in collective bargaining or labor negotiations with all employee representatives in the manner and to the extent directed by the Board of Trustees. All collective bargaining agreements, memorandums of understanding, or the like relating to labor relations shall be presented to the Board of Trustees for ratification before becoming binding.
- O.** Conduct a continuing study of all functions and activities of the Village for the purpose of devising ways and means of attaining greater efficiency and economy.
- P.** Any other duties the Board of Trustees may assign.
- Q.** The Board of Trustees has the power and right by resolution to abolish or combine departments and to create additional departments.
- R.** During the temporary absence of the Village Manager or in the event that the office becomes vacant, all the aforementioned powers and duties revert to the Village Board of Trustees.
- S.** Verify that provisions of all franchises, leases, contracts, permits and privileges, granted by the village, fully observed, and report to the Village Board any violations thereof.
- T.** Have general supervision over all Village property and equipment and its use for the public or by Village employees.
- U.** Examine, or cause to be examined, without notice, the official conduct of any employee in any of the departments of the Village government, except of the Village Board or the officers appointed by it.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- A.** Bachelor's degree in Public Administration, Business Administration, or closely related field; and 2 year's experience in project management; OR
- B.** Associate's Degree in Public Administration, Business Administration, or closely related field; and 4 years' experience in project management;

HOW TO APPLY:

1. Please send a resume and [application](#) with references to:
Village of Saranac Lake
Attn: Village Clerk
39 Main Street
Suite 9
Saranac Lake, NY 12983
2. Applications will be accepted until June 22, 2022.
3. The Village will contact prospective applicants to schedule interviews; please do not call the office directly.

The Village of Saranac Lake is an Affirmative Action/Equal Opportunity Employer. We welcome job applications from qualified individuals without regard to race, color, religion, sex, national origin, age, disability, ancestry, family care status, veteran status, marital status, sexual orientation or any other lawfully protected status.