

Village of Flower Hill Village Administrator Job Description

- I. Position Title: Village Administrator
Reports To: Village Mayor and Village Board of Trustees
- II. Job Summary:
Performs administrative and supervisory duties in implementing the day-to-day operations of the Village. Carry out directions of the Village Mayor and Village Boards. Serves as advisor and as a resource of information to the Village Mayor and Village Boards.
- III. Principal Duties and Responsibilities:
General Operations / Management
 1. In charge of daily operations and general office management of Village Hall and Village facilities. Resolve resident concerns and complaints.
 2. Attends all Village Board of Trustee and Zoning Board meetings and other meetings as necessary. Prepare meeting agendas working with the Village Mayor and Boards. Prepare meeting minutes, publish legal notices, coordinate transcription of public hearings. Prepare back-up information relating to items on the agenda.
 3. Drafts ordinances and resolutions to present to the Village Mayor/Village Attorney.
 4. Pursues State, Federal and other funding for Village projects. Submits grants to appropriate agencies for review and approval.
 5. Communicates with Village Boards and Mayor informing them of local issues and other legislation affecting the Village.
 6. Serves as Records Management Officer of Village. Completes FOIL requests, retention, storage and disposal of records.
 7. Chief Election Official. Prepares for and administers all Village elections.
 8. Building Department advisor. Familiarity with Building Dept: Zoning Code, protocols and software. Able to answer zoning questions and substitute for Building Dept. personnel in when needed.
 9. Familiarity with Village Code, serve as Code Enforcement Officer as needed.
 10. Familiarity with Court functions.
 11. Coordinates and prepares the annual budget with the Village Treasurer in consultation with the Village Mayor and Department Heads.
 12. Create, manage and maintain all Village communications including Village website, Village newsletters, and email/phone/text based emergency communications.
 13. Human Resources – Personnel – Labor. Act as Human Resources director in accordance with State Law and NYS Civil Service. NC Civil Service. Interprets,

administers and updates personnel policies in accordance with state law and Comptroller's Office. Prepares and administers employee evaluations.

14. Approves the purchasing of supplies and equipment and establishes procedures as required. Prepares specifications for Request for Proposals pursuant to municipal law and Village procurement policy. Ensures Procurement Policy is adhered to.

15. Maintains contract database ensuring optimal terms for Village contracts.

16. Administers and is custodian of all insurance policies and plans, Workers Compensation, Disability, required by the Village. Work with vendors to get best value.

17. NY State Health Dept. Registrar. Issues Death Certificates, corrections, exemplifications.

IV. Knowledge, Skills and Abilities:

- A. Excellent communication skills, both verbally and in writing; interviewing techniques; establishing and maintaining effective relationships with individuals at all levels of public and other agencies.
- B. Strong interpersonal skills with a constituent centered philosophy. Ability to diffuse intense situations. Conflict resolution skills.
- C. Ability to: Process confidential information with discretion; organize, Schedule and prioritize work; and work independently.
- D. Microsoft Word, Excel. Power Point, Outlook. Laserfiche, GIS, Constant Contact a plus.

V. Minimum Education and Experience:

- A. Bachelor's Degree in Public Administration or Business Administration or equivalency. A Masters Degree in Public Administration or Business Administration or equivalency preferred.
- B. Four years experience in local government, including Village Administration experience or any combination of education and experience that provides equivalent knowledge, skills and abilities as required.
- C. Valid driver's license.
- D. Must be bondable.

The above is intended to describe the general content of requirements for the performance of this position. It is not construed as an exhaustive statement of duties, responsibilities or requirements.

About the Village of Flower Hill

The Village of Flower Hill which is located on the North Shore of Long Island within the Town of North Hempstead was incorporated in 1931 and covers approximately 1.6 sq mi with 10.7 miles of roads and 6 acre park. As of the 2020 Census, the Village consists of 1,515 households with a population of 4,794.

The Village's primary responsibilities include sanitation, snow removal, road repair, building and zoning matters and a Justice Court. It maintains an active Highway and Building Department and has a total budget of approximately \$4,000,000.

The Village staff includes the following full-time employees: Village Administrator, Village Treasurer, Court Clerk, Superintendent of Highways, three laborers, Building Superintendent, Assistant to Building Dept and a part time Code Enforcer.

Depending on where a resident lives, they can be served by the following: three ZIP Codes: 11030, 11050, 11576; three School Districts: Manhasset Union Free School District, Port Washington Union Free School District, Roslyn Union Free School District; three Water Districts: Manhasset–Lakeville Water District, Port Washington Water District, Roslyn Water District; three Fire Districts: Manhasset–Lakeville Fire District, Port Washington Fire District, Roslyn Fire District and three Libraries: Bryant Library (Roslyn), Manhasset Library District, Port Washington Library District.

The Mayor, six Trustees and the various Boards volunteer their time. The Village uses “Best Practices” to maintain strong finances and low taxes and it has no deferred maintenance or capital so the Village is strong both “physically and fiscally.” The Village website is www.villageflowerhill.org

Flower Hill has been recognized as a Tree City USA since 2013.

All interested candidates should email mayor@villageflowerhill.org