

Village Administrator—Village of Sands Point, NY

26 Tibbits Lane, Sands Point, NY 11050 SandsPoint.gov

Population: Approximately 3,000 residents; 930 homes; Area: 4.2 square miles

Overview of the village: The Village of Sands Point, a small, low-density, and semi-rural waterfront village on a peninsula on the North Shore of Nassau County. It has direct access to both Penn Station and Grand Central Station through the local Port Washington train station.

It seeks an experienced and dynamic Village Administrator to manage a complex village. Sands Point has the following departments: Admin, Building, Police, Water (its own water district), and a 208-acre Country Club (with golf, racquets, dining, pool, etc...)

The Village operates with a General Fund Budget of ~\$11 million and total budgets nearing \$35 million.

Position Overview: The Village Administrator serves as the chief administrative officer and/or chief operating officer and is responsible for the day-to-day management of Village operations, implementing policies established by the Mayor and Board of Trustees (“BOT”), and ensuring the effective delivery of municipal services.

Key Responsibilities:

- Oversee and coordinate all Village departments and operations and work with Mayor, Village Clerk, and department heads.
- Manage and help prepare annual budgets and financial reports with Village Clerk and/or Treasurer
- Supervise personnel administration, labor relations, and employee benefits.
- Implement BOT directives and maintain communication with residents.
- Oversee capital projects, procurement, and grant administration.
- Ensure compliance with local, state, and federal laws and regulations.
- Major projects underway: digitization of Building Department, expansion of Village Hall, establishing policy manuals across all departments, upgrading technology systems, and more
- Qualifications
 - o Bachelor’s Degree in Public Administration, Business Administration, Finance, or a related field (Master’s Degree a plus).
 - o Strong leadership, financial management, and communication skills.
 - o Strong technology skills are a plus

- Minimum of 5–7 years of progressively responsible municipal management or related executive experience.
 - Knowledge of New York State municipal operations and budgeting preferred.
- Compensation: Salary top end of pay scale and commensurate with experience and qualifications, with a competitive NYS pension and health benefits package.
- How to Apply: Interested candidates should submit a cover letter, résumé, and references to: Village of Sands Point, Attn: Mayor Peter Forman via MayorForman@SandsPoint.gov
- Application Deadline: January 31, 2026