

Village Administrator – Village of Lake Success, New York

Location: 318 Lakeville Road, Great Neck, NY 11020

Population: Approximately 3,000 residents

Area: 1.9 square miles

The **Village of Lake Success**, a small and picturesque golf course community located in **Nassau County**, bordering **Queens County**, is seeking an experienced and dynamic **Village Administrator**.

The Village operates with a **General Fund Budget of \$18.1 million** and **total budgets nearing \$23.2 million**. It provides a wide range of municipal services including a **Police Department, Golf Course, Country Club, Fitness Center, Catered Restaurant and Banquet Hall, Department of Public Works, and Sewer Department**.

Position Overview

The Village Administrator serves as the chief administrative officer and is responsible for the day-to-day management of Village operations, implementing policies established by the Mayor and Board of Trustees, and ensuring the effective delivery of municipal services.

Key Responsibilities

- Oversee and coordinate all Village departments and operations and work with Caterer.
- Manage and help prepare annual budgets and financial reports with Village Treasurer.
- Supervise personnel administration, labor relations, and employee benefits.
- Implement Board directives and maintain communication with residents, businesses, and community organizations.
- Oversee capital projects, procurement, and grant administration.
- Ensure compliance with local, state, and federal laws and regulations.

Qualifications

- Bachelor's Degree in Public Administration, Business Administration, Finance, or a related field (Master's Degree a plus).
- Minimum of 5–7 years of progressively responsible municipal management or related executive experience.
- Strong leadership, financial management, and communication skills.
- Knowledge of New York State municipal operations and budgeting preferred.

Compensation

Salary is **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 Lake Success

Attn: Mayor Adam Hoffman and Board of Trustees

318 Lakeville Road

Great Neck, NY 11020

or via email to: mayor@Villageoflakesuccess.com

Application Deadline: December 31, 2025