# Village Administrator / Director of Public Works – Inc. Village of Sea Cliff, NY

**Location:** 300 Sea Cliff Avenue, Sea Cliff NY 11579
**Population:** Approximately 5000 residents
**Area**: Approximately one square mile

**Overview of the Village**: Just 25 miles east of Manhattan and perched atop a 120-foot bluff on Long Island's famed "Gold Coast," the Village of Sea Cliff is a one-square-mile treasure along the North Shore. With its own beach, 16 neighborhood parks, and direct access to the Town of Oyster Bay's Harry Tappen Beach and its 500 feet of shoreline, Sea Cliff offers an unmatched blend of natural beauty and community spirit. The Village operates with a General Fund Budget of approximately $8 million.

**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 (BOT), advises the BOT on municipal operations, finances, and capital priorities, and ensures delivery of municipal services. The Administrator also serves as Director of Public Works, with responsibility for the department's budget, operations, infrastructure, and capital projects.

**Key Responsibilities:**

- Oversee and coordinate all Village departments and operations and work with the Mayor, Village Clerk, and department heads.
- Serve as Director of Public Works, overseeing the operations and maintenance of Village infrastructure, equipment/vehicles and public facilities.
- Manage and help prepare annual budgets and financial reports with Village Clerk and Treasurer.
- Attend all BOT meetings, implement directives, and serve as advisor to BOT.
- Serve as public relations officer, maintain communication with local media, residents, businesses, and community organizations,
- Coordinate activity and communications during emergency situations and special events.
- Ensure compliance with local, state, and federal laws and regulations.
- Develop and administer long term capital plans, oversee capital projects, and procurement.
- Oversee procurement and contract administration and coordinate contract review with Village Counsel.

**Qualifications:**

- Bachelor's degree in Public Administration, Business Administration, or related field.
- Minimum 5-7 years of progressively responsible municipal management or related executive experience
- Strong leadership, financial management, and communication, and technology skills
- Knowledge of New York State municipal operations preferred

**Compensation:** Salary is commensurate with experience and qualifications, with NYS Pension and benefits package

**How to apply:** Interested candidates should submit cover letter, resume and references to: sbeaudin@seacliff-ny.gov

**Application deadline:** January 15, 2027