

## **Village of Buchanan Village Administrator Position**

The Village of Buchanan, New York, is accepting applications for the position of Village Administrator.

The Village of Buchanan is located on the eastern shore of the Hudson River in the Town of Cortlandt, approximately 40 miles north of Manhattan. The population of the Village is 2,230 according to the 2017 US Census.

The Village Government consists of a 5-member Board of Trustees including a Mayor, with a total General Fund Budget of 8,000,000, and Water Fund of \$1,800,000. The Village of Buchanan has a staff of 20 full-time employees. The Village of Buchanan is a full service municipality providing residents with Police, Fire, building & safety, code enforcement, public works, Sanitation, Water/Wastewater, parks and Recreation services.

The candidate should have excellent leadership and communication skills, as well as knowledge and experience in municipal law, Information Technology including cyber security, budget management and preparation, agenda and resolution preparation, human resource management, civil service, grant application/writing/administration, Volunteer Fire Service award program, experience on redevelopment (we will be facing the redevelopment of Indian Point), negotiations on union contracts, procurement process, bonding, understanding of assessment, waterfront redevelopment, understanding of the operations of wastewater operations as well as pump stations, and understanding of VOIP systems. The candidate will also work with the State for cessation financing of Indian Point.

Minimum Qualifications are graduation from a recognized college or university with a Bachelor's Degree\* in Public Administration or closely related field and either: (a) five (5) years of experience in the field of public administration; or (b) Master's Degree in Public Administration or a closely related field and three (3) years of experience in the field of public administration. A Master's in Public Administration is preferred.

Salary range: \$70,000 to \$103,000/year.

The Village of Buchanan is an Equal Opportunity Employer, and is fully committed to maintaining a workplace free of discrimination and harassment based on race, gender, gender identity, gender expression, religion, creed, age, color, national origin, disability, veteran's status, sexual orientation, and other non-merit factors. All persons applying for employment and employed by the Village shall be afforded equal employment opportunity.

Submit a cover letter with salary requirements and resume no later than July 19, 2024 to Clerk/Treasurer, 236 Tate Avenue, Buchanan, NY, 10511 or by email to [ckempter@villageofbuchanan.com](mailto:ckempter@villageofbuchanan.com).