



## **VILLAGE OF GREENPORT**

### **NOTICE OF OPEN EMPLOYMENT POSITION(S)**

The Village of Greenport is accepting applications for the following position(s):

#### **VILLAGE ADMINISTRATOR**

Annual Salary: \$150,000 - \$160,000

Applications will be accepted until **August 8, 2025**

Applications and resumes can be submitted to the Village Clerk via email to [chall@greenportvillage.org](mailto:chall@greenportvillage.org) or mailed to the address below.

Village of Greenport  
236 Third Street  
Greenport, NY 11944  
Attn: Village Clerk Candace Hall

Please visit the Village of Greenport website for a description of the job responsibilities:

[www.villageofgreenport.org](http://www.villageofgreenport.org) (Clerks Office – Employment)

The Village of Greenport is an equal opportunity employer and provides equal employment opportunities to all employees and applicants for employment. The Village prohibits discrimination on the basis of race, color, creed, ancestry, disability, marital status, military status, religion, sex, sexual orientation, gender identity or expression, age, national origin or any other characteristic protected by federal, state or local law. The Village requires that all contractors participating in contracts for public work in the Village of Greenport and all subcontractors of those contractors comply with that same requirement.

The Village Administrator shall have the following duties and responsibilities:

1. Oversees the administration of the rules, regulations, local laws and codes of the Village, and of the laws, rules and regulations of other governmental jurisdictions applicable in and/or to the Village.
2. Supervises and coordinates work performed by all village departments and Village run entities, including the Electric Department, Sewer Department, Water Department, Recreation Department, Marina and Parks, Road crews, and Building Department, campgrounds and carousel management, and employees in such departments, and implements Village personnel policies, rules and regulations. Except when serving as the Budget Officer, if so authorized, the Administrator shall have no supervision authority of the Clerk's or Treasurer's departments.
3. May recommend to the Mayor and Board of Trustees appointments, promotions or dismissals of all Village employees in accordance with applicable laws and rules.
4. When so designated by the Mayor, subject to Board of Trustees approval, serves as Stormwater Management Officer and ensures compliance with and necessary documentation regarding the Village's Stormwater Management Plan.
5. When so designated by the Mayor, subject to Board of Trustees approval, serves as Superintendent of Public Works.
6. When so requested by the Mayor and Trustees, assists the Budget Officer with preparation of the tentative budget according to law.
7. Supervises the purchase of all materials, supplies and equipment and the letting of all contracts.
8. May make recommendations to the Mayor and Board of Trustees of measures and programs to help improve the efficiency and economy of Village government or promote the health, safety and welfare of the residents of the Village.
9. At the request of the Mayor, maintains a liaison with other governments and administrative agencies as a representative of the Village,

but does not supplant the Mayor or Trustees as official Village representatives.

10. Investigates and responds to inquiries by Village residents and other interested persons concerning Village government operations and services, and reports findings of such investigations to the Mayor and Trustees.

11. Responsible for the overseeing of the preparation and submission of reports as required by federal, state and local agencies to ensure accurate and timely submission by the department head responsible.

12. Prepares reports for the Village Attorney and Trustees in actions brought against the Village.

13. Attends all meetings of the Board of Trustees.

14. If designated by the Mayor, serves as Public Information Officer during emergency situations and special events.

15. When so designated by the Mayor and Trustees, represents or supervises the representation of the Village in collective negotiations with employees.

16. In conjunction with the Village Treasurer, develops and administers a long-term capital plan covering building construction and major repair, replacement of capital equipment, road reconstruction and any other projects representing a major expenditure.

17. Except when such responsibility is designated by contract pursuant to a public works project, plans and manages capital projects, including field inspection to check work progress. Develops a long-term capital improvement needs and strategic plan for Village infrastructure and assets.

18. Plans and oversees repair and maintenance work performed by (a) Village employees, and (b) except where such responsibility is designated to another person or entity by contract or otherwise, by outside consultants, vendors and contractors. Taking into account foreseeable regular maintenance for every physical asset, land, facility, equipment, and

any other owned or leased Village asset ("Assets"), develops a 5 year non-capital preventative maintenance (includes repair, service and maintenance) plan ("PMP") in consultation with the Board and coordination with each department head. Works with department heads to develop detailed individual department preventative maintenance plans for all Assets within the control of each department, for inclusion in the PMP.

19. Unless the Mayor and/or Board of Trustees designates a different person or entity, on a project basis, prepares and reviews bid specifications, evaluates bids and recommends contract awards, and manage projects through completion.

20. If designated by the Mayor and approved by the Trustees to serve as the Superintendent of Public Works and/or a supervising position of any Village utility department, performs the duties assigned to those respective positions.

21. In conjunction with the Village Treasurer, reviews and approves requisitions, subject to compliance with state law and the Village procurement policy.

22. Discharges such other duties and responsibilities as may, from time to time, be assigned by the Mayor and/or Board of Trustees.