

VILLAGE MANAGER

VILLAGE OF SCARSDALE, NEW YORK



SCARSDALE
1701
NEW YORK

EXECUTIVE
RECRUITMENT
PROVIDED BY





THE COMMUNITY

The Village of Scarsdale is an iconic American suburb known for its excellent schools, green spaces, community spirit, and proximity to New York City.

For generations, Scarsdale has thrived on the contributions of an intelligent and talented population deeply committed to volunteerism. These dedicated residents have played a pivotal role in shaping the character and policies of this community. Their willingness to dedicate time and expertise has been instrumental in guiding and enriching Scarsdale's social, cultural, and environmental fabric. From serving on various village boards, councils, and committees to participating in local non-profit organizations, the spirit of volunteerism is deeply ingrained in Scarsdale's ethos. This long-standing tradition of community involvement reflects the residents' commitment to not only maintaining but also enhancing the quality of life within the community. Through their efforts, they ensure that Scarsdale continues to be a vibrant and dynamic place to live, symbolizing the true power of collective civic engagement.

The Village stretches across 6.68 square miles of Westchester County and is home to about 18,000 residents who enjoy numerous multigenerational recreational opportunities. The Bronx River Pathway, a meandering 807-acre linear park, supports bike riding, scootering, walking, running, and nature viewing, and the Village's municipal pool complex gives new meaning to the phrase "water break" during the summer heat. Public tennis and paddle courts, playing fields, and nearby hiking trails abound. The Village-run Weinberg Nature Center features popular educational activities and programming. Residents and others visiting the Village Center and the "Five Corners" business districts also enjoy an eclectic local shopping and dining scene against the Village's charming backdrop of Tudor architecture and greenery. Well-established entrepreneurs serve up flavors from around the world, while other small businesses and boutiques offer unique shopping experiences in the Village.

Residents are especially fortunate to complement Scarsdale's amenities with New York City's recreational and cultural offerings just a short train ride away. Train service into the city, generally quick and reliable, has been a backbone of Scarsdale for more than a century. Scarsdale residents enjoy high-quality transit access to museums, shows, restaurants, and shopping in the Big Apple.

Scarsdale's transformation into a residential suburb kicked off in 1891 with the creation of Arthur Manor, a 150-acre farm subdivided into lots for single-family homes. As other farms and estates were developed into neighborhoods in the early 20th century, longtime residents and newly arrived professionals formed local organizations — including a nonpartisan election system — that set the tone for an unusually high level of volunteer civic engagement, which continues today. Now, residents come together in beautiful parks to enjoy the outdoors, at a newly renovated public library to share their respect for lifelong learning, and at community events throughout the year to mark holidays, appreciate antique cars, and enjoy live music.

Area families are served by the award-winning Scarsdale Public Schools, a public school system rivaling private schools across the nation. Other local education options include the opportunity for musically inclined children to attend Hoff-Barthelson Music School, Kid's B.A.S.E. & the Little School. The Little School consists of a pre-k academy program while the Kid's B.A.S.E. program has K-5 before and after school care. There are abundant nearby options for post-secondary education as well, including Pace University, Iona College, Sarah Lawrence, and Fordham University, as well as many universities in New York City.

The median household income in the Village of Scarsdale is about \$270,000, and the average home value is around \$1.3 million.



POPULATION
18,000



HIGHER EDUCATION
PACE UNIVERSITY
IONA COLLEGE
SARAH LAWRENCE
FORDHAM UNIVERSITY



MEDIAN INCOME
\$270,000



MISSION

*Fiscally Responsible,
Distinguished Service to a
Discerning Community.*

VISION

*To be a Model for Excellence in
21st Century Municipal
Operations and Governance.*

CORE VALUES

*Collaboration
Innovation
Integrity
Respect
Service Excellence
Stewardship
Trust*





GOVERNANCE & ORGANIZATION

The Village of Scarsdale is governed by an elected Board of Trustees and operates under an adapted form of the Council-Manager form of government in which the Village Manager is the Chief Administrative Officer. The governing Board of Trustees is comprised of the mayor and six trustees, elected at large for two-year terms. Scarsdale has been well served by a nonpartisan election system for over 100 years. There are no formal term limits for elected officials, but the tradition of the nonpartisan system has resulted in Mayors only serving for one two-year term and Trustees serving for two two-year terms. Historically, elected officials have not served more than a total of six years on the Board of Trustees.

New York State Village Law provides the elected officials with broad statutory powers. The Board of Trustees is authorized to appoint other officials to administer its policies, enforce laws, manage the organization and its assets, and provide essential services. Consequently, much of the Mayoral and Board's authority is delegated to the Manager through the Village's laws and policies. There are also other volunteer officials who serve on Scarsdale's regulatory boards and commissions who act on matters pertaining to land use local laws, policies, permitting, and zoning regulations. The members of the Planning, Zoning, and Architectural Review Boards have such roles. They are appointed by the Mayor with the consent of the Trustees.

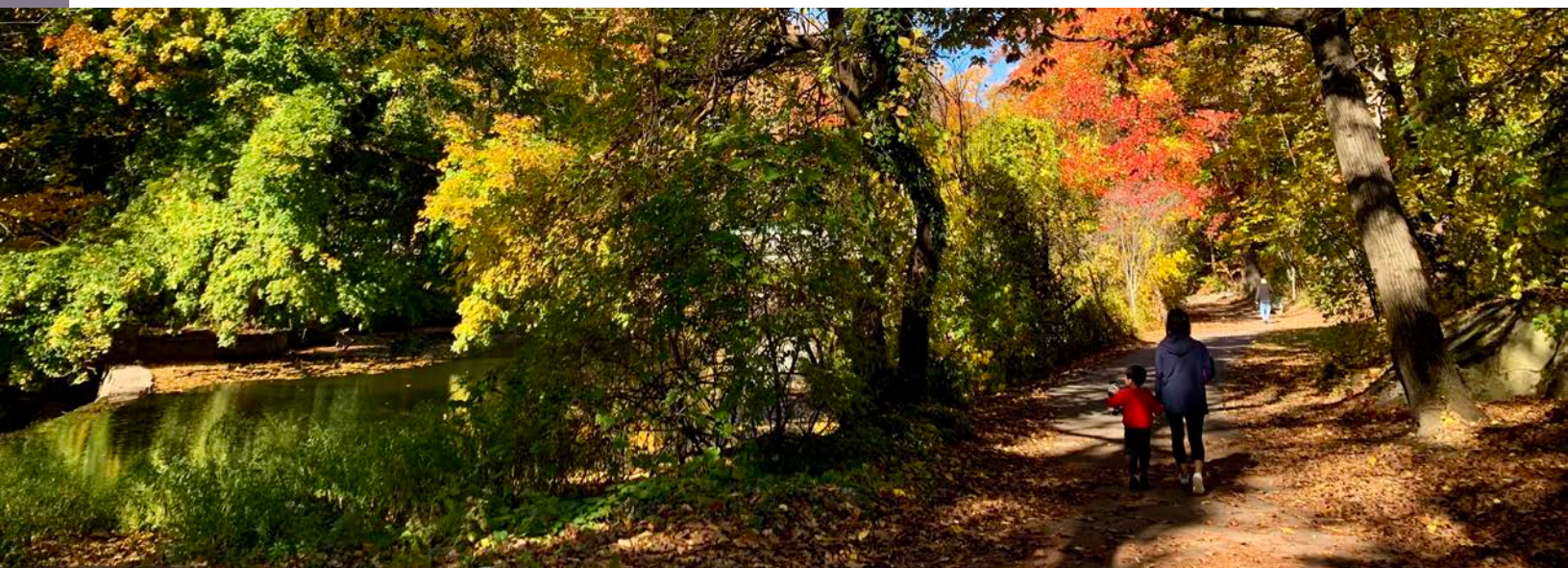
Administrative support is provided to the Village Board by the Manager, Clerk, Treasurer, Assessor, and Attorney. With the exception of the Assessor, these appointed officials attend all regular public meetings of the Board of Trustees.

The Village Board also engages community volunteers to serve in advisory or ad hoc roles on boards and commissions as needed from time to time. Community engagement and volunteerism are values readily embraced by residents and stakeholders in the Village.

Scarsdale is a full-service local government that provides the following services and related administrative support:

- **Building and Code Enforcement** - The Building Department, along with the Public Works (Engineering), Planning, and Assessment Departments, coordinates community building and development activity through the issuance of permits, inspections, and enforcement. The Department works closely with all of the Land Use Boards and Committees.
- **Village Court** – The Village Court, presided over by an elected Village Justice, has jurisdiction over crimes committed within Scarsdale – partial jurisdiction for felonies and complete jurisdiction over misdemeanors, traffic, parking, and Village Code Violations. The Court also has jurisdiction over civil actions (including small claims) up to \$3,000, or to \$5,000 when transferred from the County or Supreme Court, and all Summary Proceedings (landlord-tenant actions) without limit.

- **Fire** – The Scarsdale Fire Department is a combination department consisting of 46 career members and approximately 50 volunteers. There are three fire stations in the Village.
- **Human Resources** – The Department is responsible for providing administrative support with collective bargaining and labor relations, NYS Civil Service administration, employee benefits, pensions, and risk management.
- **Information Technology** – The Department provides technical and administrative support for the use of technology in the operation and management of Village services. The Department also oversees cyber security and training.
- **Parks, Recreation, and Conservation** – The Department administers over 150 varied Village recreation programs and is responsible for the use and care of a four-pool complex; five major playing fields; 10 neighborhood parks; 26 tennis courts; and the Weinberg Nature Center.
- **Planning** – The Planning Department provides staff support to the Zoning Board of Appeals and Planning Board. The Village Planner is also the Village Environmental Review Officer and oversees the Village’s implementation of the State Environmental Quality Review Act (SEQRA). The Planner also lends expertise to Comprehensive Planning and placemaking efforts.
- **Police** – The Scarsdale Police Department is a state and nationally accredited police department proudly serving since 1909. There are currently 45 full-time Police Officers, 9 civilian employees, and 14 School Crossing Guards providing services related to patrol, investigations, and support services.
- **Public Works** – The Department of Public Works is comprised of the following divisions: Administration, Central Garage, Engineering, Facilities, Highway, and Sanitation. Among its myriad responsibilities, this Department provides refuse collection, repair to Village and School vehicles, maintenance of Village property, its 79 miles of roads and 25 miles of walkways, maintenance and repair of 81 miles of sanitary sewers, street sweeping services, and the bi-annual cleaning of the Village’s 2,023 storm sewer catch basins. The Department also supervises the activities of the Central Garage and its inter-municipal agreement with the Board of Education for the maintenance of school buses and rolling fleet and provides administrative services to the Water Department and the Building Department.
- **Village Treasurer** – The Village Treasurer serves as the chief fiscal officer of the Village, collector of taxes for the coterminous Town, and administrator of all matters relating to finance. The Office is responsible for the billing and collection of all taxes, fines, and fees, processes payroll, and oversees the accounts payable function.
- **Water** – The Village owns and operates a separate water utility with an \$8 million annual budget consisting of two water pumping stations, two water towers, and 100 miles of water distribution lines. The daily average water treated and pumped is 2.86 million gallons, with peak daily flows at 8.28 million gallons.



The Village’s FY 23–24 adopted budget appropriations are allocated to the following funds:

- The General Fund (\$69.4 million)
- The Pool Fund (\$1.6 million)
- The Water Fund (\$13.1million)
- The Library Fund (\$4.5 million)
- The Central Garage Fund (\$3.8 million)

View the Village’s FY2023-2024 Operating Budget [HERE](#)

The Village employs 250 full-time and over 500 part-time and temporary employees. The Village negotiates with seven labor unions representing Police, Fire, Public Works, and Village Hall clerical employees. Management and non-unionized staff comprise the balance of the full-time staff.

As set forth in Village Law, the positions of Village Attorney, Village Clerk, Village Assessor, and Village Treasurer are all appointed by Mayor with the consent of the Board and ultimately report to the Village Board. On a day-to-day basis, however, these positions work directly with the office of the Village Manager, providing information, data, and administrative and technical support to the Village Manager and other Village employees as needed. The Village Manager also oversees their purchasing and manages personnel issues within their respective offices. All other Department Heads report directly to the Village Manager.

The Library Director reports to a separate Library Board, whose members are appointed by the Village Board of Trustees. The Library’s operating budget and capital plan are submitted to the Village Board for approval. The Director manages the operating budget and day-to-day operations. All capital expenditures require prior Village Board authorization and approval.

The Village Justice reports directly to the electorate but needs the Village Manager’s approval on purchases and personnel matters within that department. The Village retains the services of a professional law firm to serve as Village Attorney. The Village also utilizes other attorneys with expertise in specialty areas when needed, such as telecommunications, bonding,



labor and employment matters, and assessment challenges.

ABOUT THE POSITION & ROLE OF THE VILLAGE MANAGER

The Village Manager is appointed by the Mayor upon consent of the Village Board of Trustees. Under the direction of the Village Board, the Village Manager is responsible for planning, organizing, staffing, coordinating, and evaluating local government operations. The Village Manager's office is currently comprised of a full-time staff that includes a Confidential Secretary, a Deputy Village Manager, an Assistant Village Manager, and an Administrative Aide.

In accordance with the authority vested in this position as set forth in Chapter 57 of the Village Code, the Village Manager serves as the chief administrative officer of the Village of Scarsdale and executive assistant of the Mayor and the Board of Trustees in connection with the conduct of the affairs of the Village. The Village Manager directs, supervises, and coordinates the administration of all municipal operations. This position is responsible for implementing the policies and goals of the Board of Trustees while leading and directing staff, ensuring financial stability through fostering sound financial management practices and operational efficiencies, facilitating strategic planning for future growth and development, and maintaining the Village's commitment to providing high-quality service.

When appointed by the Mayor as budget officer, the Village Manager coordinates with the Village Treasurer and Department Heads to prepare and submit to the Board of Trustees a tentative annual budget and capital program for the next fiscal year.

The Village Manager's authorities and employment powers include:

- Subject to the rules and regulations of New York State Civil Service Law and the general limitations of the village budget, the Village Manager, acting for and on behalf of the Mayor and Board of Trustees, may hire or approve the employment of employees in positions classified by civil service as labor, competitive, noncompetitive, and exempt, with the exception of Department Heads, Assistant Village Managers, and the positions of Village Clerk, Treasurer, Assessor, and Attorney. The Manager may fix their compensation within the range of salaries and wages established for such positions by such Board of Trustees.
- Representing or supervising the representation of the Village in collective bargaining negotiations.
- Directing, approving, and regulating the operations, practices, and carrying out of policies of and in all departments under the Manager's authority, and checking appropriate discharge of responsibilities and duties imposed on such Department Heads and employees by federal and state laws, by Village laws or by orders of the Board of Trustees, Board of Appeals, Board of Architectural Review or Planning Board.
- Making (or delegating to department heads) the power to make all decisions on operating matters, subject to budgetary limitations and to policy decisions of the Board of Trustees.
- Overseeing the letting of contracts pursuant to General Municipal Law § 103 where so required.
- Executing contracts in the name of the Village when so authorized by the Board of Trustees.
- Representing the Village in all arbitrations or other administrative proceedings.
- Managing Village property.
- Overseeing the response to inquiries by residents and other interested persons concerning Village government operations, affairs, and services.
- Enforcing all laws, local laws, rules and regulations of the Village and the State of New York and to cause all violations thereof to be prosecuted.
- Making recommendations to the Board of Trustees concerning the affairs and future needs of the Village as may seem desirable from time to time.
- Maintaining liaison with other governments and administrative agencies, but not supplant the Mayor or Board of Trustees as official representatives of the Village.
- Serving as the Freedom of Information Law appeals officer.
- Discharging such other duties, authorities, and responsibilities as may, from time to time, be assigned by the Mayor or Board of Trustees, as the case may be.
- Performing such duties as may be prescribed or required by the Board of Trustees relating to the operation of the Town of Scarsdale.
- Subject to the general limitations of the budget, New York State Law, and internal control policies approved by the Board of Trustees in regard to purchasing, the Village Manager, acting for and on behalf of the Board of Trustees, shall supervise purchasing or approve the purchasing of all materials, supplies, and equipment, except where advertising for bids is required by law and shall engage or approve the use of services of other than Village employees.

- Serving as Budget Officer when so designated by the Mayor.
- Controlling expenditures within amounts appropriated in the budget by enforcing administrative controls.
- Keeping the Village Board of Trustees fully apprised of the Village's financial condition and operation of the Village and to prepare and submit to the Board such reports as may be requested.
- Conducting a continuing study of all functions and activities of the Village for the purpose of devising ways and means of obtaining greater efficiency.

Additionally, the Village Manager contributes to building community through participation in local civic groups and events and often works directly with citizens to address chal-



OPPORTUNITIES & CHALLENGES

In addition to day-to-day responsibilities, the new Village Manager will have an important administrative and managerial role in a variety of projects and initiatives. Immediate opportunities and challenges include:

- **Initiating and Commencing New Team Building Strategies to Create an Exceptional Workplace** - The next Village Manager will be expected to develop, offer, and participate in constructive and inclusive team-building programs designed to motivate the entire organization and celebrate its unique culture.
- **Developing Capital Plans for Property, Plant, and Equipment** - The Village Board has identified the need to prioritize capital planning for repairing and replacing aging infrastructure, repairing, maintaining, and improving buildings and grounds, and acquiring equipment purchases. Significant projects are in various planning stages, including redeveloping the Scarsdale pool complex, a premier community asset consisting of four outdoor pools, concessions, locker rooms, and green space.
- **Facilitating Strategic Planning** - The Village Manager will be instrumental in identifying organizational strengths and weaknesses and implementing plans to achieve the Village Board's goals pertaining to community resiliency, smart growth, the custodial care of public assets, and efficiencies in service delivery and operations.
- **Fiscal Sustainability** - The Village Manager will need to remain focused on the Village's financial operations when planning for the future, keeping efficiency, sustainability, and transparency in mind and searching for new and creative ways to fund village operations and capital needs.
- **Environmental Stewardship Initiatives** - The New York State Climate Leadership and Community Protection Act has set ambitious energy reduction targets that will require Village action. A focus on sustainability and working with the Village's Conservation Advisory Council will be important undertakings for the next Village Manager. The Village's Sanitation Department was the first in Westchester County to offer a food scrap recycling program that includes home pickup and a compost giveback day. Residents are proud of the well-organized Sanitation facility that provides opportunities to donate furniture, drop off plastic film that is turned into products, and donate or recycle textiles. The department also works closely with the Village's Conservation Advisory Council on other zero-waste initiatives. Municipalities from all over Westchester County have sought Scarsdale's guidance in their own efforts to reduce their carbon footprints. More Recently, the Village Board of Trustees enacted a building moratorium to examine the impacts of the scope and scale of development occurring on residential parcels. The moratorium has a number of exceptions but will allow time for the Board to identify and implement Zoning Code amendments that may be necessary to mitigate or avoid deleterious impacts of certain development activities on bulk and stormwater runoff.



IDEAL CANDIDATE

A career-defining opportunity to work for an exceptional community alongside responsive, dedicated, highly skilled, and service-oriented employees and volunteers awaits Scarsdale's next Village Manager.

The ideal candidate is currently serving or has served as either the CAO or CEO for a local government in New York State with organizational complexities and operations similar to those in Scarsdale. The successful candidate will exemplify and espouse Scarsdale's organizational values: collaboration, innovation, integrity, respect, service excellence, stewardship, and trust. The right fit for this position also:

- Excels in soft skills such as team-building, problem-solving, time management, and leadership.
- Insists upon and delivers timely, clear, and accurate communications to the Village Board, the community, and the staff so that the village government continues to meet the highest standards of professional conduct and transparency.
- Is relatable, approachable, tactful, poised, even-tempered, and centered at all times.
- Readily invites and solicits feedback, welcoming advice and suggestions.
- Is an empathetic, transformational, and authentic leader who inspires the Village Board and workforce to continuously improve upon municipal service delivery.
- Has the maturity, self-confidence, and strength of professional convictions to provide administrative insights and guidance to elected leaders and Village staff and to firmly and diplomatically present professional views and carry out administrative decisions in a timely, professional, and impartial manner.
- Demonstrates steadfast commitments to diversity, equity, inclusion, and access in both the workplace and the community.
- Is an effective communicator who is comfortable listening to and talking with a broad spectrum of people.
- Has the experience, knowledge, and skills necessary to identify, analyze, prioritize, deliberate, and address administrative and management issues critical toward meeting the community's current and longer-range needs.
- Is comfortable delegating responsibility and authority to professional staff while remaining informed and conversant on the status of all programs and projects.
- Recognizes, supports, and encourages the professional growth and development of Village employees.
- Integrates and supports the work of volunteer and ad hoc committees to achieve their missions and goals.
- Is able to multitask and prioritize competing needs and projects to keep programs and projects on time and within budget.

EDUCATION & EXPERIENCE

This position requires a master's degree in public administration, public policy, business administration, or a related field and seven (7) years of experience in local government, all in an administrative, supervisory role involving general government or multi-departmental oversight and engagement, or a bachelor's degree in the same fields with ten (10) years of experience.

Please note that the Village Manager must reside within the State of New York and no further than 60 miles from the incorporated limits of the Village.



COMPENSATION & BENEFITS

The Village of Scarsdale offers a competitive salary range from \$225,000 - \$275,000+, depending on qualifications and experience, along with a comprehensive benefits package. The organization's benefits include health, dental, vision, and life insurance; generous vacation, personal, and sick leave; and a provided laptop and work phone.

The Village participates in the New York State & Local Retirement System and offers an optional deferred compensation plan.



APPLICATION PROCESS

[Please apply online here by February 21, 2024](#)

For more information on this position, contact:

Patti Dwyer, Senior Vice President

PattiDwyer@GovernmentResource.com

914-774-0849

The Village of Scarsdale 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 of Scarsdale shall be afforded equal employment opportunity.

RESOURCES

Village of Scarsdale

scarsdale.com

Scarsdale Village Manager

scarsdale.com/151/Village-Manager

Scarsdale Business Alliance

scarsdalebusinessalliance.com

Scarsdale Public Schools

scarsdaleschools.k12.ny.us/scarsdale

