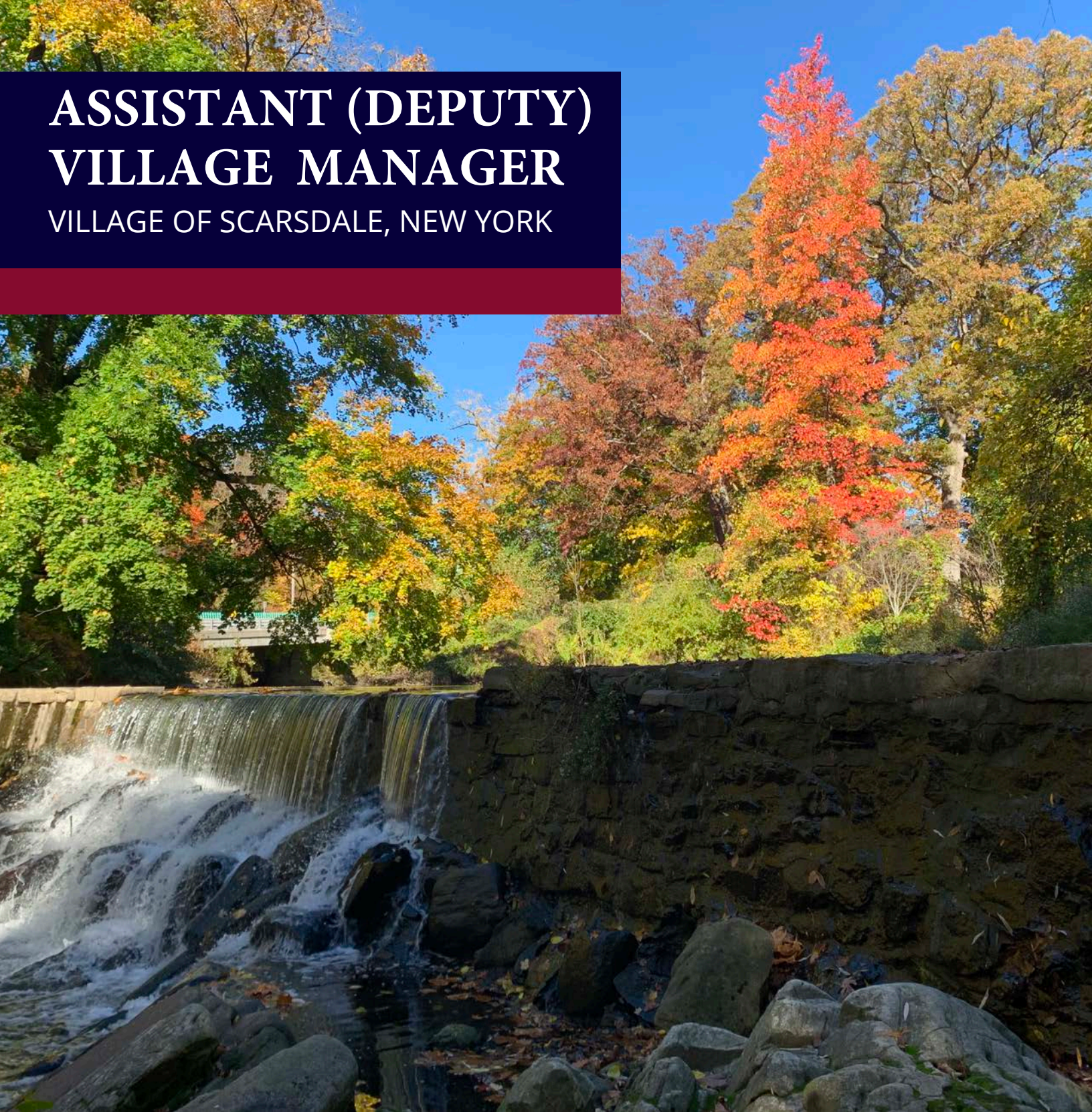


ASSISTANT (DEPUTY) VILLAGE MANAGER

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 average household income in the Village of Scarsdale is \$568,000. The average home is valued at \$2.1 million.



POPULATION
18,000



HIGHER EDUCATION
PACE UNIVERSITY
IONA COLLEGE
SARAH LAWRENCE
FORDHAM UNIVERSITY



MEDIAN INCOME
\$250,000+



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 Village 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.

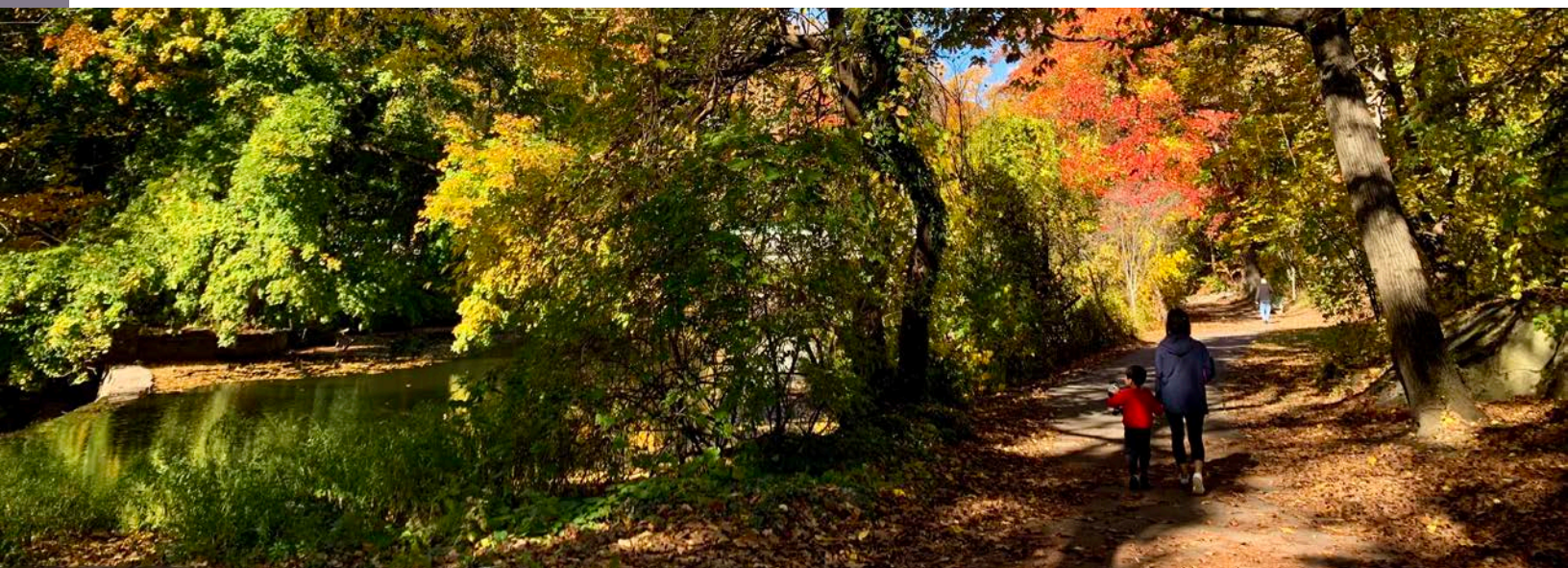
Administrative support is provided to the Village Board by the Manager, Clerk, Treasurer, Assessor, and Attorney. With the exception of the Assessor, these appointed officials attend all regular public meetings of the Board of Trustees.

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 24–25 adopted budget appropriations are allocated to the following funds:

- The General Fund (\$71.3 million)
- The Pool Fund (\$1.6 million)
- The Water Fund (\$10.1million)
- The Library Fund (\$4.8 million)
- The Central Garage Fund (\$4.3 million)

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's office also oversees their purchasing and manages personnel issues within their respective offices. The Village Manager may delegate supervision of departments to the Deputy Manager from time to time.

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.



ABOUT THE POSITION & ROLE

The Village of Scarsdale is accepting applications for the position of Assistant Village Manager (Internal Title: Deputy Village Manager).

The New York State Civil Service title for this position is Assistant Village Manager, however the internal title for the position is Deputy Village Manager, Pursuant to the Scarsdale Village Code § 57-3, the Village Manager shall designate an Assistant Village Manager as their deputy, who shall perform the duties and assume the responsibilities of the Village Manager when the Village Manager is absent or unable to act.

Under the supervision of the Village Manager, this position is directly involved with the general administrative and operational functions within a Village, working closely with the Village Manager to handle administrative functions and Village affairs. This position is both a line and staff position involving the direction of certain units and staff functions for the Village Manager.

The position requires a high degree of professionalism, independent judgment, and the overall ability to work with all levels within a Village government. The incumbent acts generally for and on behalf of the Village Manager, and in the event of the Village Manager's absence or inability to act. The incumbent does related work as required.

Examples of Work: (Illustrative Only)

- Administers and oversees various Village Departments and programs to assure sound management and fiscal restraint, and appropriateness of services being provided;
- Provides administrative support to Department Heads;
- Coordinates and analyzes information from Department Heads to make appropriate recommendation and/or take necessary action directly,
- Determines operational needs to upgrade or alter Village services and resources;
- Provides Village Manager with oral and written information as requested, such as updates on department activities and personnel, special programs, financial reports;
- Develops and prepares reports, grant proposals, applications, contracts, statistical and financial abstracts;
- Works with Village Manager to prepare for Village Board meetings and work session;
- Carries out investigations and presents findings pertaining to proposed suggestions, programs, automation of various functions;
- Represents the Village Manager in dealings with public officials, consultants, Board members, Village employees and the general public;
- Acts generally for and on behalf of the Village Manger and assumes these responsibilities in their absence or disability;
- May be assigned complete charge of any operating unit and/or functions for a period of time; and
- Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.



IDEAL CANDIDATE

The ideal candidate is currently serving in a local government in New York State with organizational complexities and operations similar to those in Scarsdale, employed in an administrative supervisory role.

Desired Knowledge and Abilities

Thorough knowledge of principles, practices and organization of municipal government administration.

Thorough knowledge of principles of public administration.

Thorough knowledge of the concepts and techniques of municipal operational planning.

Good knowledge of performance matrix.

Good knowledge of research methods and fundamentals of statistics.

Ability to interpret and make clear and concise analyses of facts, figures, and processes.

Ability to prepare and present oral and written reports.

Ability to direct and oversee the work of others.

Ability to meet and deal with the public effectively.

Ability to attend night meetings and special events.

Physical condition commensurate with the duties of the position.

Desired Skills, Traits and Experience

Excels in soft skills such as team-building, problem-solving, time management, and leadership.

Continues to meet the highest standards of professional conduct and transparency.

Is approachable, tactful, poised, even-tempered, and centered at all times.

Readily invites and solicits feedback, welcoming advice and suggestions.

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.

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, keeping programs and projects on time and within budgets.

EDUCATION & EXPERIENCE

This position requires graduation from a recognized or accredited college or university with either a Bachelor's Degree in Public Administration or closely related field and five (5) years of experience in the field of public administration; or a Master's Degree in Public Administration or closely related field and three (3) years of experience in the field of public administration.

Please note that this position requires residency within the State of New York and no further than 60 miles from the incorporated limits of the Village of Scarsdale.



COMPENSATION & BENEFITS

The Village of Scarsdale offers a competitive salary range from \$130,000 to \$170,000 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 October 18, 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.gov

