March 1, 2021

VILLAGE OF NYACK, NEW YORK

Population: 7,000

VILLAGE ADMINISTRATOR SEARCH

**Overview of Nyack:** The Village of Nyack is located on the west bank of the Hudson River about 20 miles north of Manhattan. Nyack serves as “downtown” to several contiguous villages and hamlets.It is also the home to Memorial Park and a walkway on the Hudson River and serves as one of the key gateways to Rockland County.

Nyack prides itself as a community focused on diversity and inclusion. We have a vibrant walkable downtown known for our restaurants, specialty merchant shops, arts and music scene, incredible views, and easy access to both the new Mario Cuomo Bridge path and parklands perfect for hiking, biking, birdwatching, kayaking and more.

Nyack also boasts historic sites ranging from a stop on the Underground Railroad to Edward Hopper’s longtime home—now a museum—as well as a major hospital; a school district enviable for its own diversity, academic excellence and wide variety of arts, athletic and civic engagement opportunities; a variety of housing options and easy access to major transportation modes leading to a host of academic, professional and cultural resources.

Our scenic views, eclectic architecture and vibrant, socially conscious community make Nyack an exciting place to live, work and play. The year 2022 will bring an opportunity to build on that excitement and strengthen our community with the 150th anniversary of our incorporation—an ideal time to celebrate our history and plan for our future.

**About the Village Administrator position:** The Village of Nyack operates under a council-manager form of government. The Board of Trustees is the governing body and consists of a mayor and four trustees who appoint a professional Village Administrator who serves as the chief administrative officer for Village government services.

The position requires a minimum of five (5)years of progressively responsible experience as a municipal administrator or an assistant administrator in a community of comparable size and complexity, including considerable personnel experience in a union setting and strong financial management experience.

Candidates should possess excellent communication, organizational and problem-solving skills, and have demonstrated leadership ability. Any combination of education and/or municipal, corporate or nonprofit work experience—particularly in racial equity and/or sustainability— deemed relevant and equivalent to a successful job performance of the job may be considered.

**Nyack’s Comprehensive Plan**. The Board of Trustees has focused on developing a comprehensive planning strategy for our Village’s future, guided by a policy and focused on securing the funding necessary to make needed infrastructure improvements.

This planning process has resulted in significant municipal capital improvement projects in progress and oversight of private development growth that includes:

* A regional **hospital expansion** and multiple apartment complexes.
* Two new **housing developments** already under construction and as many as X others in the planning stage. These new developments will add over 100 new apartments to the village.
* **Streetscape projects** scheduled for areas of Broadway and throughout the village to continue our strategy to make Nyack a safe and walkable community.
* Major **water infrastructure** projects to replace water mains throughout the village.

The Administrator shall have the ability to build and maintain strong partnerships and relationships with a variety of community stakeholders as our citizenry and small business community return and rebuild from the COVID-19 crisis.

**Educational Requirements.** A bachelor’s degree from an accredited college or university in public administration, finance, or a closely related field, with a master’s degree preferred.

**Salary and Benefits.** The Village offers a competitive salary and benefits package DOQ.

Resumes and letters of intent should be forwarded to the Village Clerk.

Village Clerk

9 North Broadway

Nyack, New York 10960

[AdministratorSearch@nyack-ny.gov](mailto:AdministratorSearch@nyack-ny.gov)