



The City of Watervliet, NY

Invites Candidates to Apply for the Position of

GENERAL MANAGER

THE WATERVLIET COMMUNITY - Watervliet (www.watervliet.com) is a bedroom community of 10,000 residents along the west bank of the Hudson River, 8 miles north of New York's capital city of Albany. New development has renewed prosperity at the historic Watervliet Arsenal; and our location in the center of New York's Tech Valley, makes us attractive to a variety of new and existing businesses. Our goal is to continue to develop and implement plans that make Watervliet, New York *one of the Capital Region's most desirable communities to live, work and invest in.*

THE CITY ORGANIZATION - The Charter of the City of Watervliet, City Law, and other general laws of the State of New York, govern the City. The City Council, which is the governing body of the City, consists of the Mayor and two Council Members. The Mayor and the Council are elected for four-year terms.

The General Manager is, as per the City Charter, the Administrative head of the City Government. The General Manager is responsible for the management of all day-to-day operations of all City Departments, City Government activities and administers all aspects of the budget cycle. The General Manager negotiates and administers all collective bargaining agreements with the labor organizations. Cost effective staffing creating operational efficiencies is critical. Responsibilities also include the creation of policies and procedures and regulatory compliance.

PROFESSIONAL BACKGROUND - The City of Watervliet is seeking a collaborative, strategic-thinking professional with strong leadership and administrative skills for the role of General Manager. A record of visibility in the community, proven financial/analytical and human resources skills is required. Experience in community planning and growth management is a plus. The City has more than 75 FTEs, a \$12 million General Fund budget and separate Water and Sewer Budgets. Three years of increasingly responsible municipal management experience is required. Candidates must possess proven managerial, interpersonal, and leadership skills to direct a City team serving a diverse community.

EDUCATION - Candidates must have a minimum of a Bachelor's degree from an accredited College or University. A Master's degree in public or business administration is preferred.

ADDITIONAL INFORMATION - See [General Statement of Duties](#) for additional requirements for the position.

COMPENSATION - Based Upon Experience.

APPLICATION PROCESS - Applications may be submitted electronically or by hard copy. You may email your resume, together with a cover letter, to this address: gmsearch@watervliet.com (pdf format). Alternatively, the same documents may be mailed to: City of Watervliet General Manager Search, 2 15th Street, Room 3, Watervliet, New York 12189.