



Qualified candidates are
encouraged to apply for:

GENERAL MANAGER

Starting Salary Range
\$105,000-\$130,000

JOB DESCRIPTION

Directing the administrative day-to-day operations of all city departments for the City of Watervliet. The General Manager works in conjunction with the City Council to execute the strategic initiatives of the City of Watervliet while managing the day-to-day general operations, activities and administers all aspects of the budget cycle.

The General Manager negotiates and administers all collective bargaining agreements with the labor organizations and is responsible for the hiring, firing and overall operational policies, regulations and procedures pertaining to the City.

The General Manager works collaboratively with staff, Department leaders, and elected officials, to deliver key public services and form and enhance relationships with other intergovernmental partners to the benefit of the residents of the City of Watervliet.

MUNICIPAL STATISTICS

2025 Budget: \$14.5 million

Number of City Employees: Approximately 120
(full-time and seasonal employees).

KEY RESPONSIBILITIES AND TASKS

As outlined in the City Code, the General Manager shall have the following powers and duties:

A.

Shall, subject to the control of the Council, be the administrative head of the city government.

B.

Shall see that within the city the laws of the state and the city and the ordinances and resolutions and bylaws of the Council are faithfully executed.

C.

Shall attend all meetings of the Council and recommend for the adoption of such measures as he shall deem expedient and shall make reports to the Council from time to time upon the affairs of the city and keep the Council fully advised of the city's financial condition and its future financial needs.

D.

Shall countersign all payrolls, vendors' claims and requisitions, except those pertaining to schools and salaries of elected officers.

E.

Shall prepare and submit to the Council a tentative budget for the next fiscal year.

F.

Shall appoint such city officers and employees as the Council shall determine are necessary for the proper administration of the city, but each such appointment shall be reported to the Council at its next regular meeting.

PREFERRED MINIMUM QUALIFICATIONS

Master's degree in public administration or business administration and four years of full-time experience in the field of public or business administration which shall include experience in budgeting and financial management OR Bachelor's degree plus six years of full-time experience in the areas defined above.

Qualified candidates are encouraged to submit a resume to Mayor Charles Patricelli, City of Watervliet, 2-15th Street, Watervliet, New York, 12189 or via email: cpatricelli@watervliet.com.

Resumes will be accepted until position is filled.