

Village of Canastota – Canastota, NY

Village Administrator

The Village of Canastota is seeking an individual with the right combination of education, aptitude, interpersonal skills and experience to become our next Village Administrator. The successful applicant will work directly under the mayor to oversee the day-to-day operations of the Village. A full job description is available upon request from the Village Clerk 315-697-7559.

The Village Administrator is responsible for the coordination and oversight of the day-to-day Village operations, consistent with the policies established by the Village Board.

Qualifications:

Bachelor's degree in Public Administration, Business Administration, Accounting, Engineering, Political Science or other municipal administrative field, or a minimum of 5 years related work experience.

Candidate must possess:

- Excellent time management skills.
- Responsiveness to citizens and business owners.
- Knowledge of federal, state, and local laws pertaining to municipalities.
- Strong communication skills both verbally and written.
- Good problem solving, computer, and analytical skills.

This position offers a competitive salary based on experience and a comprehensive benefit package. For immediate consideration, please submit a cover letter explaining how your background has prepared you for this position, and a full resumé, including salary requirements by December 17, 2021, to:

Rosanne Warner, Mayor
Village of Canastota
205 South Peterboro Street
Canastota, NY 13032
Rosanne.Warner@canastota.com

The Village of Canastota is an Affirmative Action/Equal Opportunity Employer. All qualified job seekers are encouraged to apply including women, minorities, and persons with disabilities, protected veterans and others who would enrich a diverse and inclusive work environment.