

CITY ADMINISTRATOR
THE CITY OF POUGHKEEPSIE,
NEW YORK

This is an opportunity for a seasoned management professional to live and work in an established and revitalizing community in the beautiful Hudson River Valley of New York state. The City is seeking a progressive, innovative and professional City Administrator to lead the City organization as it redevelops itself for the future.

Poughkeepsie, known as “The Queen City on the Hudson,” is strategically located in the Hudson Valley midway between New York City and Albany. The City of Poughkeepsie provides a political, cultural and economic epicenter for the people of Dutchess County, which has a population of 300,000 people. The City’s nearly 32,000 residents are racially and economically diverse, living in a tree-lined urban setting covering approximately four square miles.

The City of Poughkeepsie operates under the mayor/council form of government. The city is governed by eight elected Common Council members serving two year terms. All are elected by ward. The Mayor is the chief executive officer of the city and is elected at-large for a four year term. Although not a member of the Common Council, the Mayor may vote to approve or disapprove a proposed ordinance, resolution or local law in the event of a tie vote of the Common Council.

The City Administrator is the chief administrative officer of the city. He or she is appointed by the Mayor with the approval of the Common Council and serves at the Mayor’s pleasure. The City Administrator is responsible to the Mayor for the proper administration of all affairs of the City, except those reserved to other positions. The City Administrator appoints and may remove all department heads with the exception of the Corporation Council and City Chamberlain (Clerk), subject to the Mayor’s confirmation, and is generally responsible for day-to-day administration of the City. The Administrator assists the Mayor in the preparation of the budget and capital projects program and is responsible for their administration after adoption. Poughkeepsie is a full-service city, including transit, sewer and water services, and the City has a 2016 General Fund budget of \$48 million with a combined budget of \$83 million. The city currently has 338 FTE employees and 28 part-time employees.

The ideal candidate for City Administrator of the City of Poughkeepsie should possess a Bachelor’s degree in Public Administration or a related field with a Master’s degree preferred and at least five to seven years of municipal management experience as a city manager or administrator or as an assistant city manager or administrator (or equivalent executive position) in a city comparable in size and characteristics as Poughkeepsie.

Like many mid-sized former industrial cities in the region, Poughkeepsie experienced economic decline and tax base erosion in recent decades caused by the significant loss of manufacturing jobs and much of its large retail outlets. City governments and its partners—including the business, faith, philanthropic, non-profit and educational communities, are

poised and committed to reverse that trend. Successful experience in guiding an urban center like Poughkeepsie through stabilization and growth of its tax base and economic revitalization is, therefore, especially desirable. Similarly, experience in long range financial planning and managing a budget under stress is important.

The successful candidate will be someone who will assist the Mayor in representing the city, maintain an open door policy, enjoy community engagement and who will become well-known in the community. The successful candidate will be a leader who is inspirational, has a good sense of humor, is out-going and has a sincere commitment to diversity. He/she will have a high degree of integrity while being an excellent communicator who listens and is respectful of others and their opinions. The City Administrator is required by the City Charter to live within the City limits of Poughkeepsie within a reasonable time after selection.

The starting salary for the new City Administrator is negotiable, depending on the experience and qualifications of the successful candidate. In addition, an excellent fringe benefit package is available. Reasonable relocation expenses will also be provided to the successful candidate.

For additional information on this outstanding opportunity, please contact one of the following search consultants: ***Jim Miller, Senior Vice President, The Mercer Group, Inc., 2119 Lake Augusta Drive, Mendota Heights, MN 55120. 612-581-9972 or jf_miller@outlook.com.*** Or to: ***Jim Mercer, President/CEO, The Mercer Group, Inc., 5579B Chamblee Dunwoody Road, #511, Atlanta, GA 30338. 770-551-0403 or jmercer@mercergroupinc.com***

This position is open until filled. Please send cover letters and resumes, preferably via e-mail, to one of the search consultants above. First review of resumes will be conducted on April 15, 2016. ***EOE***

Women and minority candidates are especially encouraged to apply!

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