

Help Wanted Press Release– Assistant Village Administrator, Village of Sleepy Hollow, NY

The Village of Sleepy Hollow is seeking a full-time Assistant Village Administrator. Must be a resident of New York State at the time of appointment, and while employed by the Village of Sleepy Hollow.

Minimum Qualifications are graduation from a recognized college or university with a Bachelor's Degree* in Public Administration or closely related field and either: (a) five (5) years of experience in the field of public administration; or (b) Master's Degree* in Public Administration or a closely related field and three (3) years of experience in the field of public administration.

Duties include working under the direction of the Village Administrator, in cooperation with various Department Heads and department staff, assisting with the normal operations of a Village, coordinating events and associated logistics, and coordinating ongoing project and development opportunities.

Key work will include working on contract and public bid preparation, grant application and grant contract preparation and processing, SEQRA documentation, civil service, project management and normal Village Administrator's office day-to-day activities. Must be proficient with technology such as communication channels and website maintenance. This is a high-level chain of command position and is exempt/non-competitive class under the provisions of Civil Service.

Annual Salary is in the range of \$120,000 to \$135,000, DOQE. The Village is seeking to fill the position sometime before June 1, 2026. The deadline to apply is 4:30 p.m. on Friday, March 20, 2026. Interviews will be held between April 6 and April 17, 2026 (subject to change). Applicants are encouraged to submit a cover letter and resume, via e-mail is preferred, Attention:

Anthony Giaccio: agiaccio@sleepyhollowny.gov

ASSISTANT VILLAGE ADMINISTRATOR (VILLAGE OF SLEEPY HOLLOW) JOB DESCRIPTION:

Under the supervision of the Village Administrator, the incumbent of this position is directly involved with the general administrative and operational functions within the Village, working closely with the Village Administrator to handle administrative functions and Village affairs as assigned. The incumbent requires a high degree of professionalism, independent judgment and the overall ability to work with all levels within a Village government and may supervise staff. The incumbent acts for and on behalf of the Village Administrator in the event of his or her absence or disability. Does related work as required

EXAMPLES OF WORK:

- Support for the Village Administrator
 - Administers and oversees various Village Department programs to assure sound management and fiscal restraint, and appropriateness of services being provided
 - Assists Village Administrator in preparing for labor contract negotiations, budget hearings and Board and committee meetings;
 - Represents the Village Administrator in dealings with public officials, committees and task forces, consultants, Village employees and the general public;
 - Stakeholder coordination regarding development opportunities for the Village;
 - Assumes the responsibilities, and acts for and on behalf of the Village Administrator in the event of a vacancy or his or her absence or disability;
- Event coordination between neighboring municipalities, businesses, Village Departments, and other stakeholders to facilitate efficient and smooth events;
- Management of project and development matters, including RFP preparation
- Coordinate and prepare legislative agenda with all departments by drafting resolutions, analysis and local laws for official review and action by the Board of Trustees, follows up on Board directives for items;
- Disseminates information to the public via email notifications, press releases, updates and revisions to the Village website; (
- May be assigned full charge of any operating unit and/or functions for a period of time;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

- Thorough knowledge of 1) principles, practices and organization of municipal government administration and public administration and 2) the concepts and techniques of municipal operational planning and development;
- ability to direct and oversee the work of others;
- ability to meet and deal with the public effectively;
- ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position (Spanish language abilities desired);
- ability to use technology and computer applications seamlessly to automate procedures and improve work assignments; and
- honesty, integrity, sound judgment, resourcefulness; dependability.

DESIRED MINIMUM TRAINING AND EXPERIENCE:

- Graduation from a recognized college or university with a Bachelor's Degree* in Public Administration or closely related field and either:
 - (a) five (5) years' experience in the field of public administration; or
 - (b) Master's Degree* in Public Administration or a closely related field and three (3) years' experience in the field of public administration; or
 - (c) a satisfactory equivalent combination of the foregoing training and experience.
- *SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.