

VILLAGE OF PERRY SEEKS VILLAGE ADMINISTRATOR

Deadline: 2/12/2017

INTRODUCTION

The Village of Perry, NY is seeking candidates for Village Administrator. The introduction to the Village's 2015 Comprehensive Plan provides a snapshot of Perry's priorities and trajectory:

WHO WE ARE AND WHAT WE CHERISH

Perry is "a village that's still a village." It is a historic, charming and walkable place in a rural setting. We are a strong community of caring residents and business owners. We take great and justifiable pride in our regionally-renowned events, our independent school district, our top-notch recreational facilities, and our dynamic, locally-owned businesses. Our village is complex yet compact with a mix of land uses that signal a sustainable economy and social life.

Perry has a tradition of entrepreneurship and a storied history as a recreation destination and a magnet for artists and artisans. We treasure our identity as a gateway to Letchworth State Park and Silver Lake. The Village's history, people, Main Street and homes as well as the creek that bisects the Village and the farmlands surrounding it are cherished assets. All of this – our traditions, history, physical form and setting – require continual nourishment and attention.

OUR PHYSICAL STRUCTURE: CENTER AND EDGE

And so, the Village must be a celebrated place – edge to center, end to end, every block, and throughout. Our edges must be welcoming and send signals to those arriving in Perry that they are entering a *community*. Entryways into Perry must communicate the great pride we feel about Perry, illustrated through preservation and standards of care.

When residents and visitors arrive onto Main Street, they must come into an even more special place, one that is cherished, because it is our place. It is where we celebrate with parades, festivals and farmers' markets; where we gather and cross paths and greet one another. From Main Street, the contours slope up toward the surrounding residential streets, around which our Village's edges must be in sharp relief in their relationship to our marvelous countryside.

DECISION-MAKING AND PRIORITIES

To safeguard this character, we will make decisions that reinforce our sense of place and the character of our community. Our community will continually strengthen our neighborhoods and confidently enhance our corridors. We will provide direct investment to support Main Street while ensuring that our edges and surrounding lands reinforce our rural essence. In every way we will remain a Village. Our time, our money and our energy will be the tools to accomplish this. Our actions serve as the expression of who we are.

The Village will be physically special end to end. Underneath is our commitment to ourselves and our heritage as an independent community of farmers, entrepreneurs, skilled workers and strong families. Our priorities will reflect these values and ambitions.

This is our vision.

ABOUT THE VILLAGE

Perry (pop. 3,673) is located in the Genesee Valley region, 40 miles from Rochester and Buffalo. Perry is a small community with a surprisingly robust and diverse economy, with several large employers and many medium and small businesses. The village is in the midst of a \$7 million sewer upgrade, just

completed a \$1.4 million Main Street project, is aggressively addressing drainage upgrades and is planning significant investment in its water treatment facility in the next three year. Downtown has seen millions of dollars in private investment and dozens of new businesses in the past 10 years. The Village which is surrounded by productive dairy farms in the #1 agriculture county in New York State, just saw its first creamery open in 2016, expansion of its longstanding cookie factory in 2015, and its first microbrewery will be opening later this month.

The full comprehensive plan is available on the village website and includes short-, medium- and long-term action items for which the Village Administrator must provide leadership and guidance. Some are underway as the village has been partnering with County, State and Federal agencies to aggressively invest in infrastructure, drainage, water and sewer, economic development, and open space planning, and has put in place incentives to developers and homeowners. But there is much to do!

Perry operates under a mayor-council form of government including five elected, energetic board members, and includes a full-time police department, a volunteer fire department, and a full-service Department of Public Works. All told, Perry has 21 full-time and 15 part-time employees, and a \$4 million budget (all funds, including water and sewer). The previous Village Administrator has recently retired after 10 years of service.

WHAT DOES THE VILLAGE HAVE TO OFFER?

Momentum! Groundwork has been laid to be aggressive and creative to solve the issues that face our rural community. Three examples:

- A community-wide, private sector investment group that has bought and rehabbed over 40,000 sf of downtown buildings;
- A Silver Lake Trail master plan underway to link Letchworth State Park and the lake via the Village of Perry;
- A Letchworth Gateway Villages Program in which Perry is collaborating with Mount Morris and Geneseo to hire a full-time Director to assist economic development, provide business technical assistance, and focus on regional branding built around America's #1 State Park.

Additional assets include:

- an up-to-date Comp Plan;
- Newly revised zoning codes;
- an established reputation for executing plans and policies;
- Proactive approach to community improvements and growth;
- A solid core of community volunteers who have imaginatively developed programs, and are advocates;
- the County Arts Council and County support for the Arts in downtown;
- Talented residents the board has tapped to serve on a variety of citizen-led committees and boards;
- An engaged, thoughtful village board;
- A skilled front office;
- Really dedicated, conscientious employees in DPW, Parks and Police, and an active, committed volunteer fire department.

WHAT'S THE VILLAGE LOOKING FOR?

The Village is seeking a professional:

- Who looks for opportunities for the village to grow and prosper,
- Who reaches out to business interests, with an eye toward potential employers that will attract new residents and provide employment for current residents.
- Who maintains a presence in the County, advocating for villages,
- Who plots for strategic growth,

- Who enhances the qualities of village life, that make Perry a “village that’s still a village,”
- Who has strong oral and written communication skills,
- Who takes the initiative to do the necessary research to guide and support board decisions,
- Who is enthusiastic, yet realistic, about what government can and should do,
- Who develops and nurtures relationships with neighboring municipalities,
- Who is a supportive liaison to community organizations that create and implement events and projects.

The VA oversees department heads and office staff, encouraging them to be creative and to manage their time and resources to the benefit of the taxpayers.

Financial knowledge is a must. Thoughtful budget management allows the Village to be prepared to take advantage of opportunities, such as grants and capital investments.

Leadership skills that foster a positive attitude among employees and in the community. These skills make it possible for the community to capitalize on the groundwork that has already been done in Perry.

The VA is aware of the challenges of thriving as a rural community and is also cognizant of the assets Perry brings to the table. The ideal candidate would have ideas of how to leverage the assets to achieve the goals, as laid out in the recent Comprehensive Plan, such as restoring population via enhancing the quality of life, for residents and visitors. The village cannot survive in today’s climate by holding true to the status quo.

The board and the VA should have a synergistic relationship; one where the VA both leads (and sets a tone and attitude) and takes the lead from the board. The person both directs the village, ensuring the board is informed well ahead of time of crucial decisions that must be made, while also implementing board’s wishes, policies and decisions.

The VA should have ability to communicate with the board and the public to ensure transparency in village government.

QUALIFICATIONS

In addition to the above goals, candidates must have a minimum of a Bachelor’s degree in public management, public finance, accounting or related field. A Master’s degree in public or business administration is preferred. Three to five years of increasingly responsible municipal management experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities, including of government accounting and budgeting principles and practices. Candidates must possess proven managerial, interpersonal, and leadership skills to direct an experienced staff and a progressive village board serving a full-service community.

Starting salary range: \$70,000 – \$80,000 DOQ. Excellent benefit package. Candidates should submit complete package by February 10, 2017 with village application, resume, cover letter and contact information for five work-related references to Mayor Rick Hauser, 46 N Main Street, Perry NY 14530. Packages may be emailed to rhauser@villageofperry.com. Please follow-up to confirm receipt. Screening interviews will shortlist candidates for in-person interviews, including personality screening and completion of written responses to likely management scenarios.

More information can be found on the village website: www.villageofperry.com, or the community website www.iloveperry.com.