

Invites qualified candidates to apply
for the position of:

Town Manager

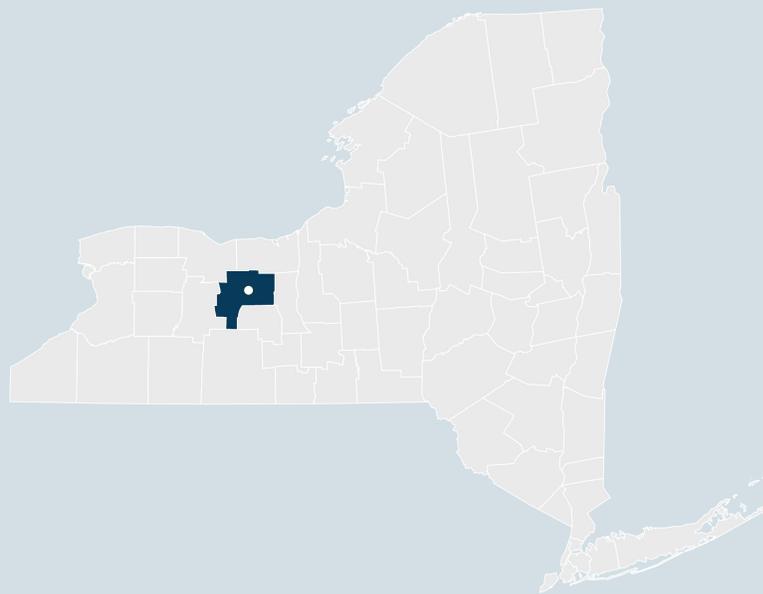
Salary Range \$100,000 - \$140,000



Welcome to the Town of Canandaigua

The Town of Canandaigua, New York, located in Ontario County and home to 10 miles of Canandaigua Lake shoreline within the gorgeous Finger Lakes region, is seeking a dynamic leader as its next Town Manager.

With top-rated schools, a focus on recreation (9 beautiful parks are located within the Town's limits), and a robust investment plan, the Town of Canandaigua is seeking candidates interested in working with the Board to help usher in the Town's next phase of its thriving future.



62
SQUARE
MILES

25
MINUTES TO
ROCHESTER

11.5K+
POPULATION

The Town surrounds the city of Canandaigua at the north end of the lake and covers 62 square miles. Located about 25 minutes from downtown Rochester, Canandaigua, with a population of more than 11,500, includes a diverse mix of uses: industrial, commercial, agricultural, rural, and even a regional airport. The Town Board seeks a team-oriented candidate with long-term planning passions and expertise in public administration to continue its rich and growth-minded journey into the future.

The Town Manager Position

The Town Manager is the chief administrative officer of the Town. As such, the position-holder is in charge of the implementation and administration of all laws, town codes, resolutions, and policies. The Town Manager works for a 5-member Town Board and a Town Supervisor to facilitate the administrative, financial, personnel, and operational needs of Town government.

Working in concert with the Town Board, the Town Manager advises on policy in connection with all Town business and affairs. The successful candidate will report to the board on information regarding efficient operations as well as research and make recommendations for future efforts in alignment with meeting the needs of Town residents.

The Town Manager will also be charged with supervising the Town workforce that is subject to Town Manager oversight, overseeing and implementing the Town's personnel policies fairly and equitably, evaluating and suggesting best practices in operations, and facilitating training and continuing education of staff to ensure consistent delivery of Town government services.

Candidates should have budget and financial management experience. The Town Manager position serves as a liaison to the Town Supervisor, the Town Board and any financial advisors on budgetary matters and must have a solid working knowledge of and experience in public sector financial management. In addition to budget-related responsibilities, the successful candidate's obligations to the Town's fiscal position extend to securing grants from other levels of government, pursuing other revenue sources, and managing the grant and aid application process.

It is expected that the successful candidate will work closely with the Town Supervisor and HR Director to assess current operations and will work to identify the Town's financial, organizational, and managerial needs to operate efficiently and effectively in service of its residents.

Key Tasks

1

Manage the day-to-day affairs of Town government on behalf of the Town Supervisor and Town Board, focusing on the internal operations of Town Hall.

2

Attend and participate in meetings of the Town Board.

3

Prepare and suggest recommended resolutions for the Town Board to take action.

4

Consult with the Town Attorney on the preparation of resolutions, ordinances, and local laws.

5

Review budget requests preliminarily and recommend next steps to the Town Board.

6

Review and report to the Town Board on all existing and proposed capital projects and planning endeavors.

Qualifications

- A bachelor's degree in public administration, business administration, or a related field and 5 years of progressively responsible experience in public administration
- OR
- A master's degree in public administration, business administration, or a related field and 4 years of progressively responsible experience in public administration
- OR
- Any combination of education and experience that provides the knowledge and abilities referred to above
- Residence in the County of Ontario is required within 180 days of appointment.

Key Tasks and Key Characteristics

Keeping top of mind the needs of the Town and the governing directives of the Town Board, the following key attributes are desired:

Trust and conviction.

As the chief appointed officer, the Town Manager should possess unwavering integrity, a compass guided by strong personal ethics, and the strength of character to lead with unwavering honesty and transparency. The Town Manager should embody these values, ensuring responsible stewardship and ethical decision-making for our community.

Operational efficiency.

The next Town Manager will be tasked with studying the current organizational processes, including work distribution, workflow, task analyses, etc., and provide recommendations on efficiency measures to the Town Board. An interest in, and previous experience with, streamlining operational efficiency is a plus.

Long-term vision and strategic planning.

The Town of Canandaigua is interested in continuing its strategic growth within the region. As such, a long-range thinker with a passion for planning, code development and developing systems that set the Town up for long-term success is desired. The Town's Comprehensive Plan will be a guiding document with these endeavors.

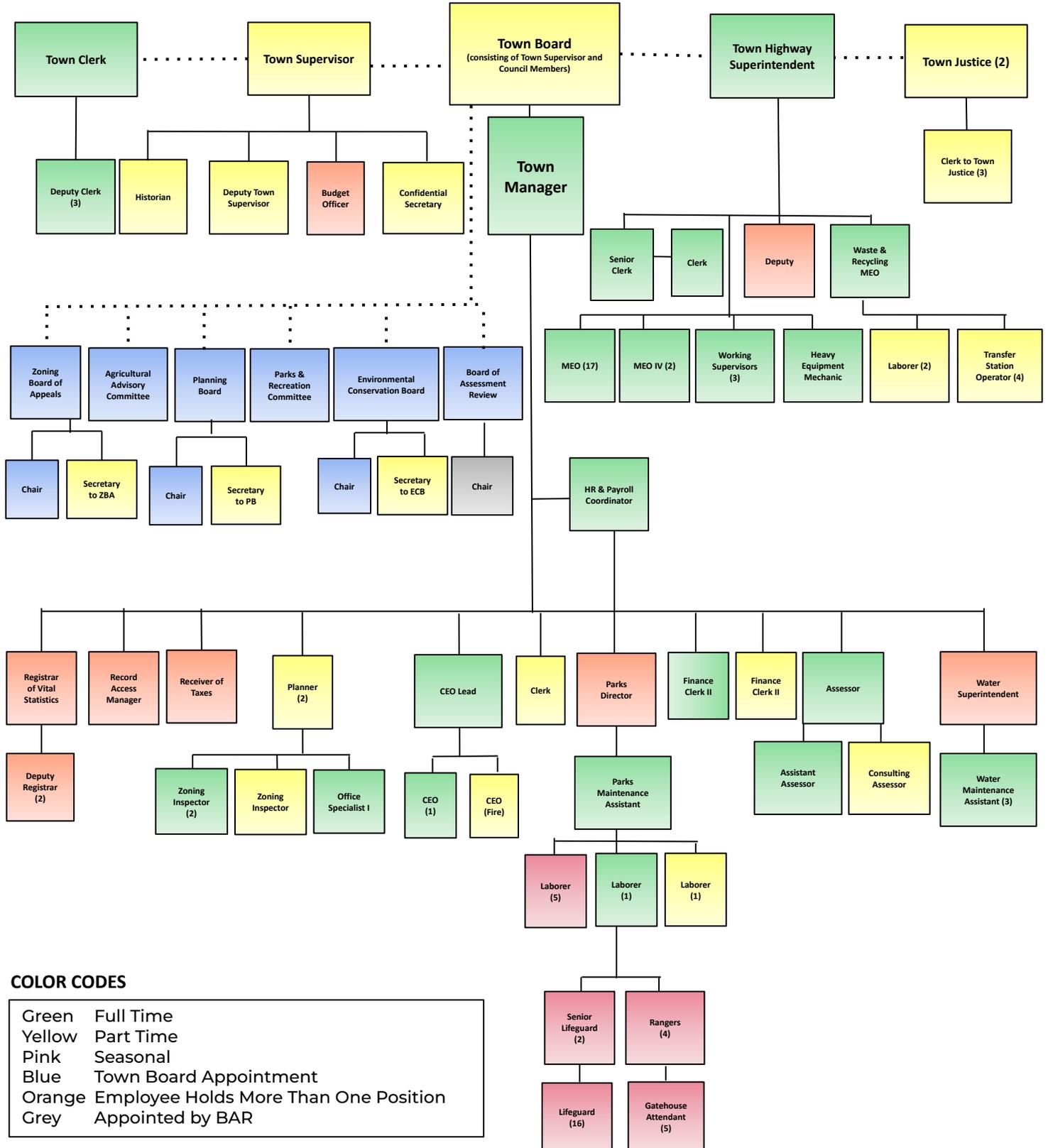
Fiscal responsibility.

Given the Town Manager's participation in the town-wide annual operating budget and enforcement of compliance measures in alignment with the Town Board-approved capital improvement plan, a demonstrated background in fiscal responsibility is beneficial.

Intergovernmental relations and collaboration.

The successful candidate will have the ability to create open and fruitful relationships with other governments (Federal, State, Local) and establish connections that will enhance the Town's profile and status. Applicants who can display experience facilitating such cooperative associations should do so.

Town of Canandaigua Organizational Chart



COLOR CODES

Green	Full Time
Yellow	Part Time
Pink	Seasonal
Blue	Town Board Appointment
Orange	Employee Holds More Than One Position
Grey	Appointed by BAR

Work Schedule, Expectations and Benefits

As a full-time employee, the Town Manager will work 40 hours a week. The normal workweek is Monday to Friday, 7:30 a.m. to 4 p.m. or 8 a.m. to 4:30 p.m. This position will require some evening meetings and occasional weekend obligations. The Town Manager's office will be located at The Town of Canandaigua municipal offices, 5540 Route 5 & 20 W, Canandaigua, NY, 14424. The position is afforded a comprehensive benefit package, including participation in the NYS Retirement (Pension) system.

To Apply

This recruitment effort is confidential and all contacts, inquiries and communications will be treated as such throughout the process. This position is considered open until a final selection is made.

- Candidates are strongly encouraged to apply by **March 29th, 2024**.
- Expressions of interest should be sent via email and should include a cover letter, resume, and list of three (3) references.

Pracademic Partners is assisting the Town of Canandaigua with this executive search. All materials should be sent, in confidence, to: ian@pracademicpartners.com with the subject line: **Town of Canandaigua Town Manager**

The Town of Canandaigua is an equal opportunity employer.

