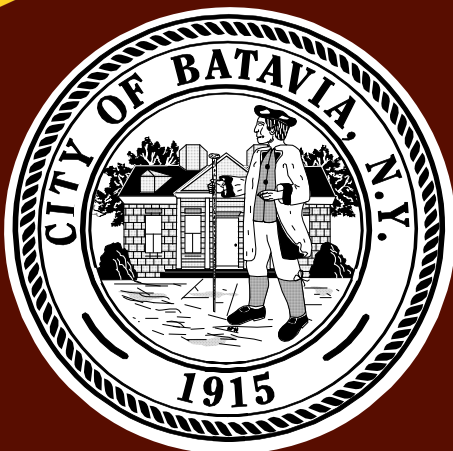


*Recruitment announcement*

# City of Batavia, NY



**Assistant City Manager/  
Director of Administrative Services**



## THE POSITION

Reporting to the City Manager, the Assistant City Manager/Director of Administrative Services (ACM) will oversee the functions for the Bureaus of Personnel, Finance, Assessment, Youth Bureau, City Clerk/Treasurer and IT. The ACM may also support the City Manager with labor negotiations and budget preparation. In addition, as the ACM, this individual leads the City's safety committee and is the organization's Risk Manager. The City is in the final stages of choosing a new Enterprise Resource Planning (ERP) software system with the help of a third party consultant to assist with the process. The ACM will assist with the ERP implementation and work very closely with the external consultant and each individual department helping the organization successfully manage the change brought about by such a project. The ACM also acts as the City Manager in his absence and leads and oversees and participates with many projects alongside the City Manager. The City operates under a Council-Manager form of government and is governed by a nine-member City Council. The City Council appoints the City Manager to oversee the day-to-day operations of the organization. Batavia has the following departments: Administrative Services, Fire, Police and Public Works, which includes water treatment and wastewater services. The City's total budget is \$27M, and the City has 125 full-time employees.

## OVERVIEW

The City of Batavia, New York, operating under a Council-Manager form of government, seeks an outstanding leader to be its next Assistant City Manager/Director of Administrative Services.

The successful candidate will desire to be a part of the City's vibrant and visionary culture. With recent high tech investments in the local Genesee County area and significant investment in the City's downtown area by regional developers, the City is poised to take advantage of large incoming manufacturing, an expanding medical facility and a multi-million dollar addition to its neighboring Genesee Community College. The successful candidate will have a desire to be accessible and engage with the staff and community to reach shared community-wide goals. S/he will also be a strategic team builder and strong collaborator with the ability to bring people together and demonstrate comfort working with elected officials, citizens, all employees as well as with external organizations.

## QUALIFICATIONS

Bachelor's Degree in public/business admin. or related field required, MPA/MBA or related field preferred. A minimum of 5-7 years' experience managing at the mid- to senior-level in an organization. Strict adherence to ICMA Code of the Ethics.

## SALARY & BENEFITS

The salary range for this position is \$78,757 to \$95,523; placement within the range is dependent upon qualifications. The City of Batavia offers a competitive benefits package including healthcare, dental, life insurance, sick, vacation and personal leave and is part of the NYS Retirement System.

## TO APPLY

**Open until filled. First review, November 19th.** Please submit resume, cover letter and five work related references to: Dawn Fairbanks, Human Resource Specialist, One Batavia City Centre, Batavia, NY 14020. Background check and drug testing required. The Assistant City Manager is required to reside in the City of Batavia within 6 months of appointment.



## THE IDEAL CANDIDATE

The Assistant City Manager (ACM) will be someone who is a good communicator, both verbally and in writing, and who is also a good listener. S/he will serve as a sounding board for the City Manager, and must be able to translate complex issues in an easy to understand way. This person will be collaborative and able to build partnerships across agencies and organizations that have similar objectives, while seeking to enhance the City's ability to meet community need. The ideal candidate will be civic minded, self-motivated, able to work with a fast-paced and demanding environment with high expectations for both producing work and managing staff. S/he will be a team-oriented and collaborative leader committed to strategic innovative problem solving, customer service and performance management. The ACM will have a proven track record in building and maintaining morale through effective teambuilding, advocacy and consistency in approach and is committed to the continued training and professional development for staff in order to build skills, achieve performance excellence and develop staff for growth. This person will bring a strategic perspective, be able to see beyond the immediate pressures, and stay focused on the important long-term objectives. The ideal candidate will be innovative and will review and improve business and operational processes and embrace change. Finally, the Assistant City Manager will have a solid understanding of Generally Accepted Accounting Principles (GAAP) in public finance and budgeting, along with familiarity of Governmental Accounting Standards Board (GASB). S/he will represent the City Manager in a variety of formal and informal settings, be expected to appropriately represent the interests of the City and the City Council.



# THE COMMUNITY

The City of Batavia, birthplace of western New York, is the largest City of the Finger Lakes Region behind Rochester. The City of Batavia encompasses 5.2 square miles, is geographically central to Genesee County, is centered between Buffalo and Rochester, New York's second and third largest cities. The City, with a population of just over 15,000 is home to the Holland Land Office where Pennsylvania surveyor, Joseph Ellicott, surveyed and divided the 5 million acres that would become western New York.

The downtown touts a mixed use, affordable neighborhood with access to jobs, community anchors, City and County services (Genesee County's seat), with recreational opportunities including Austin Park, the YMCA and Jackson Square, host to the summer concert series. Local necessities such as healthcare (United Memorial Medical Center), grocery store, downtown Public Market, Richmond Memorial Library, Genesee-Orleans Regional Arts Council, retail, restaurants and professional services are in very close proximity. Downtown Batavia enjoys a walk score in the mid 80's, meaning most errands can be accomplished on foot.

Recent investments in the community include UMMC, our community hospital; investing nearly \$30 million in its medical campus. This new surgical center and maternity wing, a \$6.5 million 9,500 square foot radiation oncology center and newly renovated Jerome Center, a former medical center located downtown which has been converted into apartments for seniors.

SUNY Genesee Community College (GCC) Batavia campus is located less than three miles from downtown Batavia. GCC is growing, and the City of Batavia will benefit from that growth. The most recent projects for GCC are two new buildings at cost of \$24.8 million. A 18,478 square foot Student Success Center will be a two-story facility and will become the new "front door" of the Batavia Campus partially enclosing the College's central academic quad. The new GCC Event Center, at 56,614 square feet will include the largest open public space in Genesee, Livingston, Orleans and Wyoming Counties.

Upcoming projects include the Ellicott Station redevelopment, a cornerstone \$22 million project planned for in downtown to return a blighted, vacant, abandoned and contaminated site into a thriving mixed-use campus. The Ellicott Station Project will bring a unique dining venue and niche sour beer production facility, outdoor beer garden, new office space and upscale apartments. The outdoor beer garden will directly link to the soon to come Ellicott Trail (2019), a 4 mile pedestrian trail with off-road segments, for pedestrians and bicyclists, through the Town and City of Batavia, traversing directly through the downtown. The trail will connect visitors and residents will be able to take advantage of the City's five public parks while being easily connecting to the heart of downtown.

Recognizing that companies are increasingly seeking to relocate and invest in vibrant, walkable downtowns in an effort to attract and retain a talented workforce, Governor Cuomo launched a second round of the Downtown Revitalization Initiative (DRI), a \$100 million annual effort to improve the vitality of urban centers across New York State. Downtown Batavia was selected as a DRI Round Two winner. A local planning committee was formed and created Batavia's DRI Plan and Investment Strategy. Eight projects were selected as part of the Finger Lakes Downtown Revitalization Initiative Batavia Awards.

