Springville Village Now Hiring Village Administrator

The Village of Springville, Erie County, NY (population 4,161) seeks a qualified candidate for the position of Village Administrator. The position reports to the Mayor and four Village Trustees.

The $9.5 million budget includes over 50 employees providing services that include administration and public works, as well as police services and a municipal electric division.

Desired Minimum Qualifications: Bachelor’s Degree in public or business administration and/or not less that five years of municipal or management experience, or an equivalent combination thereof.

A strong accounting background is a requirement. Residency within the Village of Springville at time of appointment is also a requirement.

The successful candidate will:

* Demonstrate strong integrity, work ethic and commitment to public service;
* Have excellent interpersonal and outward communication, organizational and managerial skills;
* Cultivate productive relationships with all community stakeholders including business owners, residents, and local non-profit organizations.

Proven contract negotiations and grant writing experience a plus.

Salary range $80,000 to $105,000 commensurate with experience and ability, with an excellent benefits package included.

Position is available immediately and is open until filled. Resumes are respectfully requested by May 3rd, 2024.

Submit resume & references to: Interim Clerk Holly Murtiff, Village of Springville, 5 West Main St., PO Box 17, Springville, NY 14141 or email: [hmurtiff@villageofspringvilleny.com](mailto:hmurtiff@villageofspringvilleny.com)

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