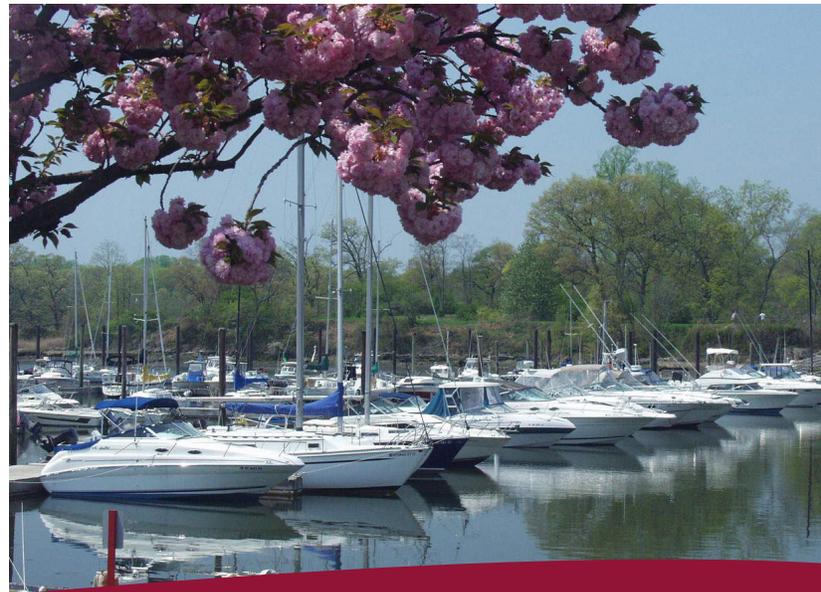




S. RENÉE NARLOCH
& ASSOCIATES
PROFESSIONAL EXECUTIVE RECRUITMENT



CITY OF RYE, NY
INVITES YOUR INTEREST IN THE POSITION OF
CITY MANAGER

THE COMMUNITY

The City of Rye (pop. 15,720) is located along the Long Island Sound Shore in Westchester County, about 25 miles northeast of New York City. As depicted in the City's seal, Rye was founded by British settlers in 1660, incorporated as a village in 1904, and formed as a city in 1942. A quaint, charming and historic place, the City of Rye is a relatively affluent residential community featuring a small but vibrant downtown central business district; award-winning public and private schools; a wide-variety of recreational opportunities, including a City-owned golf course and marina, a County-owned amusement park, a waterfront greenspace with public beach access, and numerous private-membership clubs; many highly-regarded not-for-profit organizations, including an arts center, nature center, library, historical society and YMCA; a diverse representation of religious houses of worship; and easy access to New York City via the MTA Metro-North Railroad.

THE AGENCY

The mission of the City of Rye government is to efficiently deliver a wide variety of quality services on a timely basis to its residents and businesses on a cost-effective basis providing optimum value for each tax dollar. The City of Rye operates in accordance with its revised Charter, which dates to the early 1960's, and the various other applicable laws of the State of New York. Rye City government is housed in a stately brick City Hall building, which sits on the Village Green across from the historic Square House, where General Washington once slept. The City functions under a City Council/Manager form of government. The City Council is the legislative and policy-making body of the City, composed of the Mayor and six Council Members, all of whom are elected at-large, to serve four-year overlapping terms. They appoint the City Manager and Corporation Counsel, and approve the Mayor's appointment of City Court Judges, and members of the various unsalaried commissions



and committees of the Council. The Council exercises oversight of the City Manager and Corporation Counsel, adopts ordinances and local laws, authorizes the raising and appropriation of funds, and awards all contracts for public works and purchase contracts requiring competitive bidding under State Law. The City Manager manages the daily functions of the City, and hires and supervises all other City staff members.

The City provides the following core services to its residents: general and administrative, public safety, community environment, and culture and recreation. Residents of Rye are very proud of the City and its spirit of community. The City government, local organizations and businesses, and private citizens are very active in sponsoring many seasonal events and festivals. The preservation of Rye's history and neighborhood character are very important to the town. Citizen participation and transparency in the governmental process are also highly valued.

THE POSITION

The City Manager, as the Chief Administrative Officer, is appointed by and is directly responsible to the City Council for the administration of the City's day-to-day operations. The City Manager supervises and coordinates the work of the City's departments, which include the Assessor's Office, Boat Basin, Building, City Clerk's Office, Finance, Fire, Golf Club, Information Technology, Planning, Police, Public Works/Engineer, Recreation, and Rye TV, and other departments and positions pursuant to the City Charter. The City has approximately 159 full-time staff and a total FY2015 general operating budget of \$50.7 million. In addition to the City Manager's duties of providing leadership, direction, and guidance to the City departments, this position performs several important functions, including preparing the City's annual tentative budget, submitting a complete report on the finances and administrative activities of the City to the Council following the close of each fiscal year, keeping the Council fully advised as to the financial condition and future needs of the City,

making recommendations to the Council concerning the affairs of the City, and seeing that all laws, provisions of the City Charter, and acts of the Council are faithfully executed. The City Manager is available to the citizens of Rye for assistance in any matter relating to City services. The City Manager attends all meetings of the Council and many other boards and commissions. The City Manager serves for an indefinite term, at the pleasure of the Council.

CURRENT ISSUES

The City is financially sound, but is annually challenged to operate within certain budgetary constraints as a result of a recent mandate enacted in 2011 by the State of New York which generally caps annual growth in total property-tax levies to 2 percent or the rate of inflation, whichever is less, in all fiscally independent school districts and all counties and municipalities outside New York City. The cap can be overridden by 60 percent of the members of the local governing bodies or by an equally large supermajority of taxpayers voting directly on school budgets. The state has also set aside funding designed specifically to incentivize the consolidation or sharing of local government services. The City will also address other important issues in the near term, including but not limited to hiring a new full-time Police Commissioner; addressing the evolving organizational and staffing needs presented by a combination fire department with both paid and volunteer staff; resolving an outstanding insurance claim regarding a prior fraud perpetrated at the Rye Golf Club; negotiating expired or expiring collective bargaining agreements with various labor unions representing City workers; formulating a new master development plan for the City; managing a number of pending litigation matters; working towards an advanced flood mitigation strategy; updating an emergency management plan; improving the City's information technology services, including communication methods and usage of social media; and generally continuing to enhance trust and credibility in City government.

THE IDEAL CANDIDATE

The City of Rye is seeking a strong, visionary leader as the next City Manager, who can carry out the goals and objectives as set forth by the Mayor and the City Council for the City of Rye. Translating these goals and objectives into clear strategic directives and implementing these operational measures is key to the overall success of the City. Evaluating the overall effectiveness of the organization and ensuring efficient operations, including streamlining



processes, is a priority. The new City Manager must be able to build trust and solid relationships with the Mayor and City Council, Department Heads, staff and the community, as well as other stakeholders and governmental entities.

The ideal candidate will be open, honest, and be of strong moral and ethical character. The successful candidate will be respectful of others and encourage a creative approach to solving challenges and resolving differences.

Candidates with an open and accessible management style who are responsive, inclusive, and transparent are sought. The new City Manager must be politically savvy, while remaining apolitical, and must keep the Council fully informed. An approachable leader with excellent interpersonal and communication skills is needed. The City Manager will strive to create a cohesive, supportive work environment; to mentor, develop, and empower staff; and to create a culture that encourages excellence. The ability to align the agency to meet the challenges of the future and to look at the organizational paradigms with a fresh perspective is desired.

The City Manager must have the ability to build trust, both internal and external to the organization, and work closely with the elected officials to move the agency forward. A solid understanding of sound financial practices and principles is imperative. The ideal

candidate will have a Bachelor's degree with an emphasis in Public or Business Administration; a Master's degree is preferred. Candidates should have at least seven years of experience in Public Administration, preferably with a municipality of similar size, affluence, and complexity. Experience in strategic and financial planning, performance measurements, and union negotiations is a plus.

THE COMPENSATION

The salary range is open and dependent upon qualifications. The starting salary will be based upon the knowledge and experience of the individual selected. The City offers an excellent benefits package. Residency within Westchester County is required.



TO APPLY

If interested in this outstanding opportunity, please visit our website at www.srnsearch.com to apply online. First review of applicants will take place on **March 30, 2015**; position is open until filled. Resumes will be screened according to the qualifications outlined above.

Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates in order to determine a select group of finalist candidates who will be asked to provide references; references will be contacted only following candidate consent. Final interviews will be with the Mayor and City Council. Candidates will be advised of the status of the recruitment following the selection of the City Manager. Questions regarding this recruitment may be directed to:

Ms. S. Renée Narloch, President
S. Renée Narloch & Associates
info@srnsearch.com | 850.391.0000

The City of Rye is an equal opportunity/ADA employer. Pursuant to New York Freedom of Information Law, applications and resumes are subject to disclosure.



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