

Invites qualified candidates to apply
for the position of:

City Administrator

Salary Range \$175,000 - \$200,000

The City of Poughkeepsie, the Queen City on the Hudson River and the County seat for Dutchess County, is seeking a City Administrator.

This key managerial position leads the City organization and its employees as it seeks to grow and expand services to its residents.

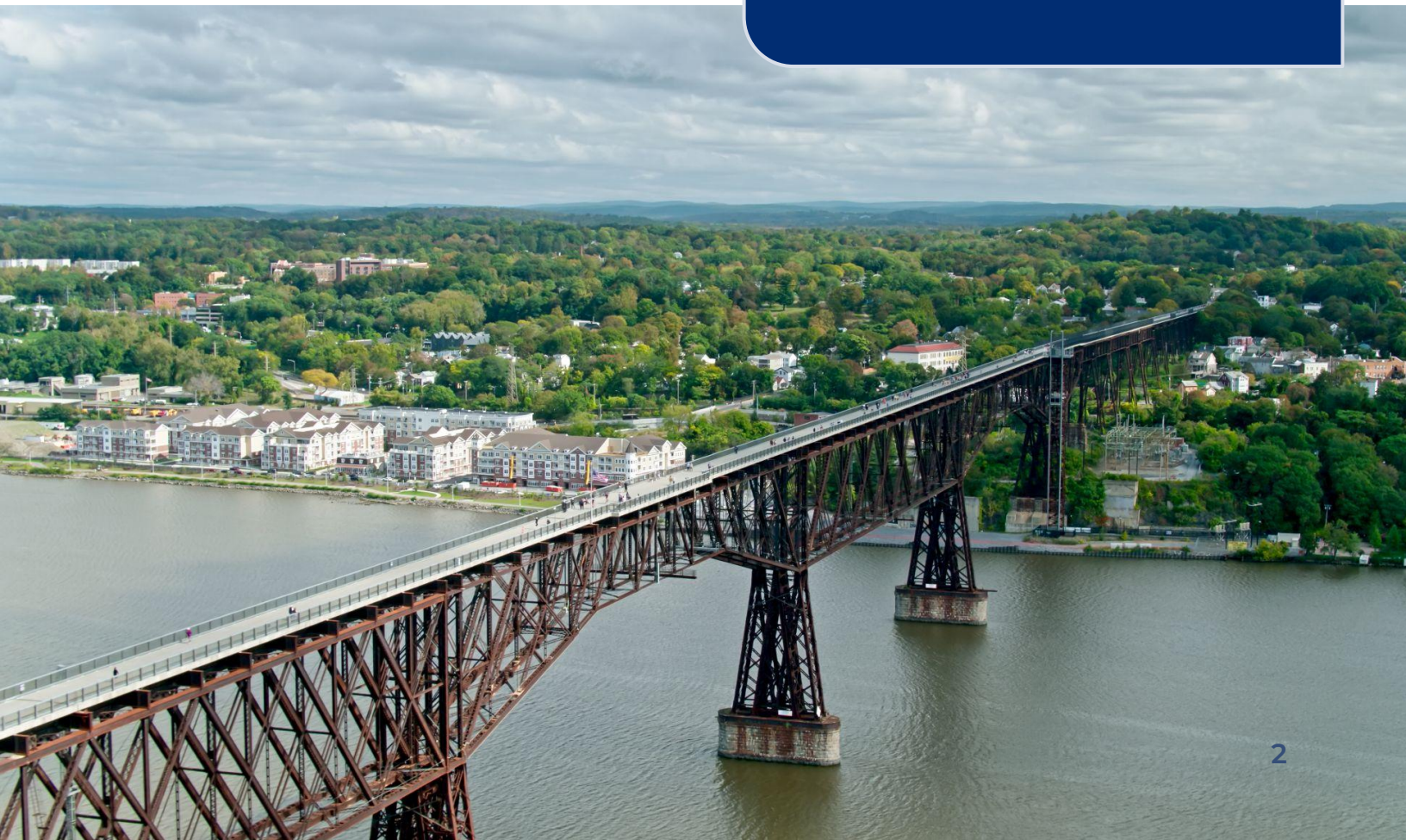
The successful applicant will be outgoing, a people person, and a consensus builder, as well as an inspirational leader who has a good sense of humor, high integrity, and respect for others, all attributes that will serve the selected candidate well in their day-to-day administration of the city.

THE CITY'S ICONIC Walkway Over the Hudson Historic Park

The world's largest elevated pedestrian bridge.

It was renovated from its roots as a railroad bridge to serve the community and opened in 2009 to provide anyone who walks over it with stunning views of the Hudson River Valley.

Annually, it plays host to about 500,000 visitors.



Welcome to Poughkeepsie

Poughkeepsie is a city on the go, a hive of bustling activity, a city with a long-standing tradition of growth, an unyielding commitment to community, and a laser focus on connections - to its residents, businesses, and visitors alike.

Located midway between Albany and New York City, Poughkeepsie is home to an estimated 32,000 of Dutchess County's ~300,000-person population within its 5+ square miles.



About the Community

The economic center of Dutchess County, Poughkeepsie's job composition in the City mirrors sectoral strengths found in the region: health care and education, arts, entertainment and recreation, and accommodation and food services.

Centrally located, Poughkeepsie enjoys rail service south to New York City and north to Albany. The primary regional transportation hub, Poughkeepsie is the point of convergence for rail and bus routes at the Poughkeepsie Train Station. The City also sits at the junction of US routes 9, 44, and 55, while Stewart International Airport sits 25 miles south to serve residents' flight needs in addition to smaller regional airports in the area.

An area steeped in history, its name pays homage to the Native Americans who settled the land, derived from the Wappinger Tribe's description of the place.

In the 17th century, Poughkeepsie was discovered and settled by the Dutch and, for a period, served as New York State's capital. Steeped in rich history, the city is also the site where the Constitution was ratified and New York became the 11th state in the Union. Those who enjoy history will continue to enjoy the area with opportunities to visit mansions from the Gilded Age and the home of Franklin D. Roosevelt, among other National Historic Sites.

The City is also home to a diverse population, with its rich cultural, ethnic, racial, and socio-economic groupings.

As a cultural center for the region, Poughkeepsie is home to Bardavon 1869 Opera House, Hudson Valley Philharmonic, Loeb Art Center at Vassar College, Nesheiwat Convention Center, and an ice rink for hockey enthusiasts. The Culinary Institute of America, Dutchess Community College, Marist College, and Vassar College are all adjacent to the City of Poughkeepsie, and two hospital systems - Vassar Brothers Medical Center and MidHudson Regional Hospital of Westchester Medical Center - have been leaders in innovative medical care.

In terms of recreation, the revamping of parks and public green spaces, such as Malcolm X Park and College Hill Park, invites visitors and residents to enjoy the vibrance of Poughkeepsie. Additionally, ongoing work at recreation centers like Pulaski Park's addition of soccer pitches and a pool house, add to the opportunities for residents to enjoy all that Poughkeepsie has to offer.



Daniel Nimham, last sachem of the Wappinger, Wikipedia



*Bardavon 1869 Opera House
Photo Credit: Winnie Guan*



Malcolm X Park, City of Poughkeepsie

About the Government

In a mayor/administrator form of government, the City is governed by an At-Large Common Council Member and eight elected Common Council members elected by ward and all serving two-year terms. The Mayor is the CEO and is elected at-large for a 4-year term.

The City Administrator is appointed by the Mayor with the approval of the Common Council if applicable. The next person to fill the role will be responsible to the Mayor for the proper administration of all affairs of the city, excepting those designated to other positions. The City Administrator appoints and may remove all department heads (with the exception of the Corporation Counsel and City Chamberlain (Clerk)), as subject to the Mayor's confirmation. They will serve as the direct supervisor to department heads and serve as day-to-day manager for the 353 full-time employees and 12 part-time employees of the City.

About the Job

The City Administrator is the chief administrative officer for the City of Poughkeepsie, supervising the operations of departments that provide residents with essential public services. The successful candidate will assist the Mayor in representing the city by maintaining an open door policy, enjoying community engagement, and becoming well-known in Poughkeepsie.

The successful candidate will ensure long- and short-term goals and objectives of the City are being met. Among the priorities of the Mayor and Common Council is the continued enhancement of municipal services while seeking efficiencies and opportunities for increasing collaborations with external stakeholders.

Advancing the City's steady progress in financial sustainability, overall fiscal stewardship, and building a positive general fund balance is another existing objective. The City embarked upon a financial makeover nearly a decade ago that has culminated in a renaissance. The City's success in achieving disciplined fiscal management has been the result of collaborative work by both the administration and Common Council.

The next City Administrator will also continue to improve transparency by responding to Common Council members and the public regarding city services and their concerns and being a positive messaging advocate for city programs and policies.

Intergovernmental relations are at the forefront of a number of City initiatives. The City of Poughkeepsie often seeks collaboration with county, state, and federal officials, and neighboring towns, colleges, and private entities. An example of a successful public-private partnership is in youth services. The City began direct financial support to partner organizations serving City youth and has expanded its Youth Grant Program for 5 consecutive years.

As a hub for the area, the City plays host to nonprofit organizations, faith-based communities, and a multitude of social service programs offered by Dutchess County. The successful candidate will be instrumental in advancing the shared goals of many partners working in pursuit of improving outcomes for the City and its residents.

Some of the key day-to-day administrative responsibilities of the City Administrator are to assist the Mayor in team-building, employee engagement and operational efficiency improvements.

Qualifications

- A master’s degree from an accredited program in Public Administration or Public Policy and at least 3 years’ experience in government administration
- OR
- A master’s degree from an accredited program in Business Administration or JD from an accredited program in law and at least 5 years experience in government administration
- OR
- A demonstrably equivalent combination of education and experience as determined by the Mayor and a majority vote of the Common Council.
- Outstanding communication skills and a commitment to diversity are required.
- Successful experience in guiding an urban center through stabilization and growth of its tax base and economic revitalization is desirable.
- Experience in municipal budget creation and management is important.
- Demonstrated ability to achieve project completion while navigating competing priorities and building consensus is a plus.
- Strong leadership skills as measured by motivation and engagement of staff members is also advantageous.
- Residency is required within 120 days following appointment

Opportunities and Challenges

Among the opportunities and challenges that the next City Administrator for Poughkeepsie will have to look forward to are:

- 1**

Creating a synergistic work environment. How we work is among the evolving trends that Poughkeepsie’s city government is aware of and responsive to. The next City Administrator will be challenged with reorganizing government operations to achieve maximum efficiency and effectiveness. Understanding that engaged and empowered individuals are invested in their workplace and their community, a demonstrated success in doing so will serve applicants well.
- 2**

Focus on youth engagement. The successful candidate will be encouraged to continue to develop youth programs that improve the career paths and employment opportunities of City of Poughkeepsie youth. There is additional opportunity to strengthen relations between City Hall and the school district and other partners.
- 3**

Recruitment and retention of the city workforce. As an illustrative example, more than 20 percent of City police officers are eligible to retire in coming years. The City has a need to strengthen recruitment of new staff and retention of existing personnel who are earlier in their career, encouraging both ends of the workforce to make the City of Poughkeepsie home.
- 4**

Grow the Local Waterfront Revitalization Program. The city is working on strengthening the connections between the downtown and waterfront areas. Transit-oriented development is part of that strategy, given the waterfront’s proximity to the Poughkeepsie Train Station. The Kaal Rock Connector is also in the pipeline to link the southern and northern waterfronts and provide a direct path to commercial uses on Main Street. The next City Administrator will have the privilege of contributing to this endeavor in significant ways.
- 5**

Improve affordable housing inventory. The national issue of lack of affordable housing extends to the City of Poughkeepsie as well. A revision to the City’s zoning codes presents the opportunity to make significant changes for the under- and unhoused population of Dutchess County.

Continue capital improvements. Aging infrastructure and equipment can present a problem amid goals for growth and economic development. Strategic planning for replacement and revitalization is underway in some areas, ie, DeLaval Site Redevelopment and the city’s Market Street Plan. A few additional highlights of ongoing improvement projects in the City:

- The Riversong project at 47 Cannon Street repurposes the former vacant Dutchess County Board of Elections building into an eight-story mixed-use community development, which will improve Cannon Street’s urban vibrancy, provide new economic opportunities, and continue the revitalization of Downtown Poughkeepsie.
- The Mosaic project at 34 Cannon Street showcases a forward-thinking approach to urban development, replacing a dilapidated structure with a contemporary, state-of-the-art mixed-use apartment building with 40 residential units and ground-floor commercial space.
- The city is also supporting a signature project that will lead to a new headquarters for the renowned environmental group Scenic Hudson. This project will serve as both a hub for the surrounding area and as a connector between The Walkway Over the Hudson, Urban Trail, and Downtown Poughkeepsie.

A successful candidate will also be challenged to seek further access to funding to continue these improvements as well. The next City Administrator will have the opportunity to oversee these as well as to be innovative in new approaches to economic development.

Encourage economic development. As in many mid-sized industrial cities in the region, Poughkeepsie also experienced an economic downturn as a result of the loss of manufacturing jobs and suburban sprawl. Today, Poughkeepsie’s revitalization is well underway and can be traced to contributions from all sectors—government, business, nonprofit and community stakeholders—toward a shared vision of a new and rejuvenated 21st century city. With renewed confidence in the City’s ability to lead and deliver, our residents and partners have been inspired to demonstrate an unprecedented level of engagement. The next City Administrator will have the opportunity to build on this fiscally responsible, community-engaged momentum and economic development.

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 City of Poughkeepsie with this executive search. All materials should be sent, in confidence, to: ian@pracademicpartners.com with the subject line: **City of Poughkeepsie City Administrator**

The City of Poughkeepsie is an equal opportunity employer.

