JOB ANNOUNCEMENT
VILLAGE ADMINISTRATOR CLERK TREASURER

The Village of Blasdell seeks a highly motivated individual to serve as Village Administrator Clerk Treasurer. Experience and excellent references required. Responsibilities encompass a diverse range of essential duties and competencies. This confidential position is exempt/non-competitive class.

The Village of Blasdell is in Erie County, New York. The Village population was 2539 according to the 2020 Census. The Village of Blasdell is located in the northern part of the Town of Hamburg and is bordered to the north by the City of Lackawanna, directly south of the City of Buffalo. Within close proximity of Lake Erie, local ski and hiking areas, as well as Highmark Stadium, home of the Buffalo Bills.

**Primary Responsibilities Include (Illustrative Only)**

- All duties as set forth in New York State Village Law 4-402 and the Code of the Village of Blasdell
- Public Notices and Communication
- Public Meeting Compliance
- Custodian of Records
- FOIL Officer
- Preparation and submittal of all annual reports
- Compliance with Legal Requirements
- Oaths and Affidavits
- Licensing and Permits
- Financial Administration
- Human Resources
- Staff Supervision
- Coordination with Other Municipal Governments
- Grant Writing

**Minimum Qualifications:**
A bachelor's degree in Finance, Accounting, Business Administration or Public Administration. Three to five years of experience working in a municipal government, finance or administrative management, including budgeting, record-keeping and supervision of staff. Relevant experience will be considered in lieu of a degree.

**Salary and Benefits:** $65,000 - $75,000, Commensurate with skills, experience and education. A generous benefits package is also included.

**Qualified candidates must submit a letter of interest and resume no later than Monday, June 2, 2025 to:**

**Rob Hefner, Mayor**
**Village of Blasdell**
**121 Miriam Avenue**
**Blasdell, New York 14219**
**villageofblasdelljobs@gmail.com**
**NO PHONE CALLS PLEASE**