

Local Law Filing

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Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

County
City
Town of Kings Point
Village

Local Law 4 of the year 2023

(Insert Title)

A local law establishing the position of Village Administrator.

Be it enacted by the Board of Trustees of the
(Name of Legislative Body)

County
City
Town of Kings Point
Village

Section 1. The Code of the Village of Kings Point is hereby amended to add a new chapter 40, Village Administrator, to read as follows:

“Chapter 40

Village Administrator

§ 40-1. Supersession of the Village Law.

Pursuant to the authority of villages under § 10 of the Municipal Home Rule Law, the following provisions of the Village Law of the State of New York (the “Village Law”) are hereby superseded as follows:

- A. § 3-301(1)(c) of the Village Law is hereby amended in its application to the Village, to read as follows: "c. a treasurer, except where the Village has elected to have a village administrator, in which case the power and authority of the treasurer

shall be vested in the village administrator."

- B. § 3-301(1)(d) of the Village Law is hereby amended in its application to the Village, to read as follows: "d. a clerk or a village administrator."
- C. § 3-302(3) and (4) of the Village Law are hereby expressly superseded to the extent that any provisions of those sections may be inconsistent with the provisions of this chapter.

§ 40-2. Village Administrator: establishment, powers, and duties.

- A. The Board of Trustees may from time to time establish or abolish the office of Village Administrator, in lieu of the offices of Village Clerk and Village Treasurer.
- B. When the Board of Trustees has established the position of Village Administrator, the Village Administrator shall be appointed by the Mayor, subject to the approval of the Board of Trustees, to serve at the pleasure of the Mayor.
- C. When the Board of Trustees has established the position of Village Administrator, it may also establish the position of Assistant Village Administrator. The Assistant Village Administrator shall be appointed by the Mayor, subject to the approval of the Board of Trustees, to serve at the pleasure of the Mayor.
- D. Notwithstanding any other provision of law to the contrary, with the consent of the Board of Trustees, the neither the Village Administrator nor the Assistant Village Administrator shall be required to be a resident of the Village, but shall be a resident of the County of Nassau or a county which adjoins the County of Nassau.
- E. The Village Administrator shall be subject to the ultimate authority, supervision, and direction of the Mayor and Board of Trustees consistent with their authority established in the Village Law. During the absence or disability of the Village Administrator, the Assistant Village Administrator shall perform the duties, assume the responsibilities, and act for and on behalf of the Village Administrator. If the Assistant Village Administrator position is not filled, or the Assistant Village Administrator is also not available due to absence or disability, the Board of Trustees may designate any properly qualified person to perform those duties.
- F. The Village Administrator shall have the powers and duties of the Village Clerk and the Village Treasurer, as may be provided in the Village Law or

any other statute, law, rule, or regulation of the State of New York or as may be provided by this Code. Any reference in any statute, law, rule, regulation, or this Code to the Village Clerk, Treasurer or Clerk-Treasurer shall be deemed to be a reference to the Village Administrator.

G. In addition to and not as a limitation of the powers and duties of the Village Administrator set forth in subsection F hereof, the Village Administrator shall also have the following powers and duties:

- (1) Supervision and oversight of all Village superintendents, supervisors, and other employees, paid officers, and departments with the exception of all elected officials, board members, commission members, justices, police officers, and police dispatchers.
- (2) Coordination with and assistance to Village volunteer boards, commissions, and committees as may be prescribed by the Board of Trustees from time to time.
- (3) Overseeing the financial affairs of the Village, including keeping the Mayor and Board of Trustees fully advised of the financial condition of the Village and making recommendations as to its future financial needs.
- (4) Exercising oversight to insure that the Village laws, policies, rules, regulations, and determinations of the Board of Trustees are properly executed.
- (5) Oversight, care, and protection of Village property, facilities, equipment, and information systems.
- (6) Exercise supervision and oversight over the purchase of all materials, supplies, and equipment, and coordinate and assist in the letting of contracts by the Board of Trustees.
- (7) Interact with Village residents and other interested persons concerning Village government operations and services.
- (8) Interact with other government bodies and agencies on behalf of the Mayor and Board of Trustees.
- (9) The principal grants administrator of the Village.
- (10) The principal records and records retention administrator of the Village.
- (11) The principal information officer of the Village.

- (12) Such other powers and duties as may be designated or assigned from time to time by the Mayor, with the consent of the Board of Trustees, in the manner authorized by law, including the functions of one or more other positions duly authorized by law.

§ 40-3. Other employees and officers.

Nothing contained herein shall be deemed to relieve any Village superintendents, supervisors, and other employees and paid officers of any of the duties and responsibilities they currently have unless specifically stated herein, it being the intent of this chapter that the Village Administrator, on behalf of the Mayor and Trustees, will exercise supervision and oversight over those parties in carrying out their duties and responsibilities.

§ 40-4. Authority of Mayor and Trustees.

Nothing contained herein shall be deemed to curtail, transfer, or diminish any of the powers or authority of the Village Mayor and Trustees, it being the intent of this chapter that the Village Administrator will assist the Mayor and Board of Trustees in carrying out their responsibilities.

§ 40-5. Conflicts.

No elected official of the Village shall be eligible to serve as the Village Administrator while serving in its elective position.”

Section 2. Effective date. This local law shall take effect immediately.