



The City of Ogdensburg is recruiting for the  
position of:

City Manager Final Filing Date:  
OPEN UNTIL FILLED



**330 Ford Street / Ogdensburg, NY 13669 / 315-393-6100**

## **City of Ogdensburg Employment Opportunity**

**Position:  
City Manager**

**Open Until Filled**

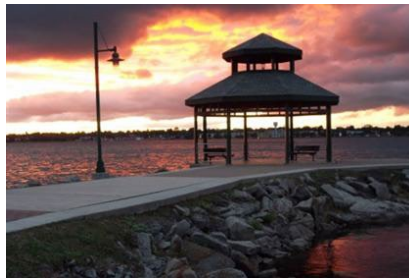
The City of Ogdensburg, New York is situated in Northern New York on the St. Lawrence River in close proximity to the Adirondack Mountains and Lake Placid. The City is a major shipping port for the Great Lakes and is located approximately one hour from the Canadian Capital City of Ottawa, three and a half hours from Montreal, and two hours from Syracuse and one hour from Watertown and Fort Drum, New York.

Incorporated in 1868, Ogdensburg adopted the Council-Manager form of government in 1970. The City's total budget for 2022 is \$18.556 million, with a General Fund budget of \$13.183 million. The 2023 budget is currently under development.

The City maintains excellent operations in all areas and has a seasoned and professional team of Department Heads. The City is currently undertaking several exciting projects which are creating a positive atmosphere throughout the organization and in the community. Among these include: waterfront development, housing improvements, brownfield cleanup, water and sewer infrastructure, and others.

### **The Position**

The next City Manager will be expected to be a team oriented, accessible leader who entrusts and appreciates the City staff for their contributions. Building positive relationships with community organizations and other service providers will be a primary activity. The City Manager is expected to be a leader in economic development with local organizations and New York State. Attending events and being active in the community will be a key to success.



## Qualifications and Experience

The City Manager shall be qualified by at least one year's special training in public administration and finance, and by at least three years' experience in a responsible executive position in governmental administration, or by any equivalent training or combination of experience and training sufficient to indicate capacity for effective governmental administration. The person need not be a resident of the City or state at the time of the appointment but must reside within the City while in office.

## Salary and Benefits

The salary range is \$100,000 - \$125,000 with a full package of fringe-benefits, negotiable within range based upon experience and skills. The City will negotiate a professional employment agreement.

## Application Process

If you are interested in pursuing this career opportunity, please submit the following required materials (forms available at <http://www.ogdensburg.org>):

- A cover letter expressing your interest in the position
- A resume that illustrates your qualifications for the position
- Completed and signed Employment Application for the position

Please submit application and materials to:

City Clerk Cathy Jock  
330 Ford Street, Room #4  
Ogdensburg, NY 13669

The information contained herein is subject to change and does not constitute either an expressed or implied contract. At the time of appointment, a candidate must be a U.S. citizen or a permanent resident alien who is eligible for and has applied for citizenship. The City of Ogdensburg is an Equal Opportunity Employer.

