



CITY OF BEACON
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CITY OF BEACON EMPLOYMENT OPPORTUNITY: DEPUTY CITY ADMINISTRATOR

The City of Beacon (Dutchess County, NY) is recruiting for a full-time **Deputy City Administrator**. The Deputy City Administrator plays a critical role in supporting and working directly under the City Administrator and with the Mayor, Department Heads, and the public. The position is appointed by the Mayor, subject to City Council approval.

This is a high-level administrative position involving responsibility for assisting the City Administrator in the overall management and coordination of a city. The Deputy City Administrator acts on behalf of the City Administrator in their absence and may be delegated the authority to oversee specific departments, projects, initiatives, and works closely with department heads, elected officials, and community stakeholders to implement city policies and programs. Work is performed under the general direction of the City Administrator with a wide latitude for independent judgment and discretion. Supervision is exercised over administrative and support staff.

Primary Responsibilities Include:

- Assists the City Administrator in planning, directing, and coordinating the daily operations of city government;
- Oversees the implementation of policies, programs, and initiatives across departments;
- Serves as liaison between the City Administrator, department heads, elected officials, and the public;
- Prepares reports, presentations, and policy recommendations for the City Administrator and City Council;
- Assists in the development and monitoring of the city budget;
- Represents the City Administrator at meetings, public forums, and official functions as assigned;
- Assists in labor relations, contract negotiations, and personnel matters;
- Analyzes operational efficiency and recommends improvements to enhance service delivery;
- May be responsible for City communications system, website, social media platforms and newsletter;
- Attends various training opportunities and other professional development programs.

Minimum Qualifications:

- EITHER: (A) Master's degree in Business Administration, Public Administration or a related field and two (2) years of full-time work experience in public administration;
- OR: (B) Bachelor's degree and three (3) years of full-time work experience in public administration;
- OR: (C) Graduation from high school or possession of a high school equivalency and seven (7) years of full-time work experience in public administration;
- OR: (D) An equivalent combination of education, training and experience between the limits of (A), and (C) above.

Preferred Qualifications:

- Experience with community outreach, housing resource programs, grant writing and administration of contracts;
- Excellent leadership and communication skills, knowledge of government administration, and adept at problem-solving;
- Ability to work independently, prioritize tasks, and manage deadlines;
- Demonstrate interpersonal skills and ability to effectively work with a diverse community and staff in a team-oriented environment;
- Willingness to continue training to maintain and improve professional standards in field.

Salary and Benefits:

- Salary range is \$100,000-\$125,000 and commensurate with experience.
- Benefits offered include health, dental, vision, HRA, FSA, Short-term disability, New York State Deferred Compensation Plan, Voluntary and ADD life insurance.
- Retirement provided through the New York State and Local Retirement System.
- Generous vacation, personal, sick accruals, and paid holidays.
- Sick time bonus and buy-back program.

Where to Apply:

Candidates should submit a letter of interest and resume by June 18, 2026 to:

HR@BeaconNY.gov

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About the City of Beacon:

The City of Beacon is a small, diverse city (population 14,000 residents) located on the Hudson River sixty miles north of New York City. With more than 120 employees and an annual combined budget of more than \$37 million, Beacon is managed by a part-time Mayor and full-time City Administrator, and governed by a seven-member City Council. The Administration and department heads value the City's collaborative, professional, and supportive work environment and are committed to providing outstanding public service. To learn more about the City of Beacon, please visit www.BeaconNY.gov.

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the City of Beacon Human Resources Department. The City of Beacon does not discriminate in its employment or any other programs or activities on the basis of sex, race, color, age, marital status, national origin, religion, disability, familial status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability, if requested.