

INCORPORATED VILLAGE OF HUNTINGTON BAY
Local Law No. 2 of the Year 2013

**PROPOSED LOCAL LAW NO. 2 OF 2013 ESTABLISHING
THE POSITION OF VILLAGE ADMINISTRATOR**

Be it enacted by the Board of Trustees of the Incorporated Village of Huntington Bay as follows:

immediately upon filing with the New York Secretary of State.

Section 1. Legislative findings.

The Board of Trustees of the Incorporated Village of Huntington Bay hereby finds that a need exists to establish the position and title of Village Administrator to more accurately present and reflect the powers and duties assigned to the Village Clerk and to more effectively and efficiently serve and represent the interests of the Village and its residents.

Section 2. Position established.

The position of Village Administrator of the Incorporated Village of Huntington Bay is hereby established and, unless otherwise provided by resolution of the Board of Trustees, the Village Clerk shall also be the Village Administrator and shall serve in such capacity at the pleasure of the Mayor.

Section 3. Powers and duties.

Subject to the direction, control and approval of the Mayor, the Village Administrator shall, in addition to the duties of the Village Clerk:

- A. See that all laws applicable to the Village, its officers and employees, and all local laws, ordinances, resolutions, rules and regulations of the Village are faithfully executed and enforced.
- B. Supervise and coordinate the conduct, functions and activities of Village departments and its officers and employees, except as otherwise provided by statute, local law, resolution, rule or regulation.
- C. Make reports to the Mayor and Board of Trustees on the affairs of the Village and recommend to them such measures as he/she may deem necessary or appropriate for the purpose of obtaining greater efficiency and economy in the government and operations of the Village.
- D. Make reports to the Mayor and Board of Trustees on the performance of village employees, contractor and appointments, except employees in the Police Department.
- E. Exercise general supervision over the expenditures of the Village in accordance with the budget and keep the Board of Trustees fully apprised of the fiscal condition of the Village and its future fiscal needs.
- F. Participate in the preparation of the annual Village budget at the direction of the Mayor.

G. Have such other powers and duties, not inconsistent with law, as from time to time may be assigned by the Mayor and Board of Trustees.

Section 4. Severability

If any part or provision of this Chapter or the application thereof to any person or circumstance be adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part or provision or application directly involved in the controversy in which such judgment shall have been rendered and shall not affect or impair the validity of the remainder of this Chapter or the application thereof to other persons or circumstances, and the Board of Trustees of the Incorporated Village of Huntington Bay hereby declares that it would have passed this Chapter or the remainder thereof had such invalid application or invalid provision been apparent.

Section 5. Effective date.

This local law shall take effect immediately upon filing with the New York Secretary of State.