

2024 EXECUTIVE BOARD

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**Justin Datino**

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*Incorporated 1989*

## Seeking Association Administrator

The Westchester County Association of Municipal Public Works Administrators (WCAMPWA), a not-for-profit corporation organized and existing under the laws of the State of New York, is seeking an Administrator to assist the Association with day-to-day affairs. This is a contractual position reporting to the President and Executive Board. The ideal candidate or firm will be able to provide 10-20 hours per month (on average), during regular working hours to provide services to the organization.

The ideal candidate or firm is outgoing, organized, efficient and has a general knowledge of the Public Works field.

### NATURE OF WORK

Administrator will perform services on behalf of WCAMPWA with respect to matters relating to or affecting WCAMPWA as follows:

- Act as an alternate contact for WCAMPWA.
- Administrator coordinates the maintenance of the WCAMPWA website to include all WCAMPWA activities. Administrator shall work with the Website chairman to coordinate content.
- Assist with the process of the WCAMPWA Newsletter as directed to include all WCAMPWA activities to be distributed electronically to WCAMPWA members and others.
- Coordinate WCAMPWA insurance requirements.
- Coordinate WCAMPWA's Constant Contact mailing list and keep all information current.
- Send out information to membership via constant contact (meetings, training, information of import to the membership).
- Membership- Assist membership chair with outreach to potential new members.
- Education- Assist Education Chairman with educational seminars. This includes coordinating venue, food, registration, payment and certificate distribution.
- Monthly meetings – assist the Program Chairman with coordination of monthly speaker and venue.
- Journal – work with the Journal Chairman on the development of the Annual Journal. This will include, collecting artwork from prepaid and non-prepaid participants. Coordinate with vendor for publishing and printing the

- journal. Process payment and provide a summary of expenditures and receivables related to publishing.
- Prepare monthly Administrators Report. Attend and report at monthly executive board meetings.
  - Attend and take attendance at all monthly membership meetings.
  - Prepare Executive Board and General Membership meeting minutes. Minutes shall be in draft form until presented to the Executive Board by the Secretary.
  - Develop and maintain a database of all meeting minutes and documents.
  - Prepare and send all dues invoices to membership.
  - Pay invoices. Payments shall be authorized by the Treasurer prior to payment and shall be reported to the Executive Board at the following Executive Board meeting.
  - Prepare a draft and final annual budget. Work with the Treasurer to establish dues levels.
  - Scholarship – work with the Scholarship chair to prepare application materials. Receive and summarize applications. Send award notifications and send scholarship payments
  - Annual Dinner – work with the Dinner Chairman to develop budget, program, menu, seating arrangements, tickets, entertainment, etc.
  - Golf – work with the Golf Committee to develop budget, program, menu, foursome arrangements, etc.
  - Raffle – work with the Raffle Chairman to assist with the administration of any raffles throughout the year.

### **COMPENSATION**

WCAMPWA will pay the Administrator (person or firm) a sum to be determined after negotiation of the scope of services and anticipated time commitment.

### **INDEPENDENT CONTRACTOR**

The Administrator (person or firm) shall not be deemed to be an employee of WCAMPWA, it being understood that the Administrator is an independent contractor for all purposes and at all times. The Administrator shall be solely responsible for the withholding and payment of all federal, state and local personal and corporate income taxes, social security and unemployment. In addition, the Administrator will not be considered an employee with regard to fringe benefits including, but not limited to, long-term and short-term disability insurance, worker's compensation insurance or other benefits. The independent Contractor will be solely responsible for all employer taxes with respect to its employees (if any) providing services pursuant to this agreement.

The anticipated contract will be for One Year (1), and will be renewable upon written agreement of both parties.

### **CONTACT**

Interested parties should send a letter of interest and resume to: Jeffrey Coleman at [jcoleman@scarsdale.gov](mailto:jcoleman@scarsdale.gov)