

Village of Ballston Spa

Saratoga County Seat
66 FRONT STREET

Ballston Spa, NY 12020

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Date: February 28
Year:2022
Department: Village Administrator
Purpose: The position of the Village Administrator was created to streamline communications and operations for the activities that take place involving Village Hall. This means that the Village Administrator is involved in numerous projects and problem-solving activities particularly those assigned by the Mayor.

Department Demographics:

Department Head Name:	# Full Time Staff:	#Part Time Staff	# Seasonal Staff
Jennifer Moskowitz	1	0	0

<p>Statistics/Data:</p> <p>A typical day at my desk involves answering numerous emails from community members and community leaders and attending various meetings that are both informational in purpose as well as operational in nature. There is also a good deal of research that goes on at my desk. As an example, I am assisting with the implementation of the Records Management program grant. As a member of that team, I was tasked with ordering the supplies needed for implementation of the grant. While placing those orders, it turns out, the original quotes, which were two years old, were not accurate, The cost of the blinds needed for the room</p>

went up about \$600. In my path to getting the new blinds ordered, I was involved in online research, several phone conversations, and a very long conversation with the Tax Department at Home Depot. The entire process took about a half days work. That's the kind of time that goes into the operations of projects at Village Hall.

As a second example, In July, I received a call from a concerned parent about the conditions over at Kelley Park. After listening to this Village resident's issues, I drove over to the park to gather more information. I then spoke with various community members about their idea's and plans for the park. I spoke with the Mayor, and it became a long term project, as nothing is cheap or free, and there was no money in the budget for park equipment. So, when National Grid called Village Hall stating that they wanted to spend a Volunteer Day working on a project to better the Village, I had a list of things that Kelley Park needed done and on September 17th, a team from National Grid showed up and put in 7 hours of free labor and supplies and equipment to help get Kelley Park back into shape. Coordinating that took at least 4 days worth of my time to coordinate, execute and communicate everything that needed to be done to get that particular operation accomplished.

My duties are many and varied and require me to pivot at any given time, in any given direction based on the needs of the residents of the Village of Ballston Spa and the Village Hall Administration.

Upcoming/Ongoing Projects: I have recently taken on the task of editing and updating the Webpage. I was also asked to start the coordination for the Easter Egg Hunt in the spring and Falling Leaves in the Fall. I am also assisting with the implementation of the Records Management Program Grant, which I previously mentioned which will begin next month.

Upcoming Needs: I do not have any, but if any of you need something please reach out to me.

Important Information the Public Needs to Know:

My email address is villageadmin@villageofballstonspa.org.

My phone number is the Village Hall number - 518-885-5711

My name is Jenn Moskowitz. If you need something from Village Hall or if you have questions about Village activities or simply don't know who the correct person to reach out to, you can call me. It is my job to facilitate good communication between the various Village Departments and the residents of the Village of Ballston Spa.