



TOWN OF SURFSIDE TOWN MANAGER

DEPARTMENT: EXECUTIVE

EXEMPT

GENERAL DESCRIPTION:

Highly responsible administrative, professional and management work directing and coordinating all phases of the general municipal government. Work involves the supervision of all activities related to the Town in accordance with the policies determined by the Town Commission, Town Charter, and applicable laws and ordinances.

ESSENTIAL JOB FUNCTIONS:

1. Directs and manages the overall effort of the Town government. Appoints department heads and acts as appointing authority for Town employees. Coordinates the efforts of the various departments under the Town governmental structure.
2. Administers through subordinate department heads such functions as public safety, planning, zoning, community development, maintenance of public streets and property, financial operations and budgets, recreational activities, inspection services, code compliance, water/sewer and storm water utilities operations, solid waste collection, parking and Clerk to the Town Commission related functions.
3. Prepares the annual Town Budget for submission to the Town Commission. Submits recommendations to the Town Commission for their discussion and approval concerning the efficient operation of the Town government. Prepares Town Commission agenda. Keeps the Town Commission informed of general Town operations and activities. Makes plans and recommends future programs of the Town Strategic Planning.
4. Maintains community respect through frequent public information in multiple formats and by keeping residents informed of Town progress and polices. Discusses problems and complaints concerning Town operations with the taxpayers or refers to appropriate official for action.
5. Directs the media relations activities.
6. Engages in complex contract negotiations, both labor and civil.
7. Participates on Non-Town committees.
8. Evaluates direct reports' performance and directs staff development activities.
9. Represents Town in local, state and federal relationships
10. Negotiates development agreements for all major new construction.
11. Supports community development.
12. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of laws and administrative policies governing municipal activities and operations of municipal government.
- Ability to delegate authority, responsibility and to mentor subordinate department heads and to maintain an effective organization.
- Ability to express oneself clearly orally and in writing.
- Ability to appear before groups of taxpayers and the Town Commission to present data and programs which enhance the continued efficient operation of the Town.

- Ability to provide strong relationships with key decision makers in the South Florida area and in Tallahassee
- Ability to build consensus with often disparate views on the Town Commission and the community.
- Knowledge of construction process for major capital programs.
- Ability to negotiate with collective bargaining unit.
- Knowledge of Park and Recreation programs.
- Knowledge of beach restoration process.
- Working knowledge of website, social networking and electronic access to payment procedures and information retrieval.
- Working knowledge of debt management and analysis of feasibility for a variety of non-advalorem supported enterprise funds.
- Working knowledge of police supported community relations and community involvement programs.
- Strong history of working with tourism development related functions.
- Knowledge of and experience with sustainability programs.
- Knowledge of parking management functions.
- Experienced with pension investment programs.

EDUCATION AND EXPERIENCE:

Graduation from an accredited four (4) year college or university with a Bachelor's Degree in Business Administration, Public Administration or a related field supplemented by course work in management. Extensive experience in a responsible administrative/management position in municipal government.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATONS OR REGISTRATIONS:

None.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.
- Frequent site visits to projects under construction in Town.
- Travel to local and state meetings.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Revision History: 3/18/08; 4/10/12; 12/11/12

This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.

Approved:

Town Manager's Signature: 