



**TOWN OF SURFSIDE
ASSISTANT TOWN MANAGER, ECONOMIC DEVELOPMENT AND COMMUNITY
SERVICES DIRECTOR**

DEPARTMENT: EXECUTIVE

EXEMPT

GENERAL DESCRIPTION:

Under the direction of the Town Manager serves as the key designee of the Town's leadership team. Performs a variety of professional and administrative work directing, coordinating and overseeing the operative initiatives and policies. Provides general assistance to the Town Manager.

ESSENTIAL JOB FUNCTIONS:

1. Assists Town Manager in the administration of the Town consistent with the Town's goals and initiatives ensuring high-quality customer service, professional standards and quality controls.
2. Carries out the Town Manager's directives regarding implementation of policies and represents the Town Manager in resolving problems and conflicts within Town government.
3. Coordinates the efforts of the various departments under the Town governmental structure.
4. Assist in the preparation of the annual budget and in its presentation to the Town Commission.
5. Submits recommendations to the Town Manager for their discussion and approval concerning the efficient operation of the Town government.
6. Assists with the coordination of all Town Committee and Boards including the overseeing of the agenda process and subsequent tasks and timelines. Attends and participates in Town, Boards, Committee, County and/or State meetings.
7. Keeps the Town Manager informed of general Town operations and activities. From the Town Strategic Plan, recommends future programs and plans accordingly.
8. Assist with the implementation of the Town Commission's strategies, priorities and decisions.
9. Develops and assist with the implementation of strategic initiatives to support the Town's goal of an efficient and accountable government and supports the core values of the organization.
10. Demonstrates leadership by advocating for innovation and strategic change and promoting the development of a diverse and engaged workforce.
11. Receives and discusses problems and complaints concerning Town operations with the taxpayers. Initiates follow up action and assures completion.
12. Remains informed of cutting edge technologies and advancements in municipal line service delivery programs.
13. Ensures that the Town operating departments work together in an effective manner that results in the delivery or quality services that are integrated and efficient.
14. Assists with media relations activities.
15. Assist with contract negotiations, both labor and civil.
16. Evaluates direct reports' performance and directs staff development activities.
17. Represents Town in local, state and federal relationships.
18. Assists with the coordination of grants.
19. Identify legislative priorities.
20. Coordinates municipal/multi-municipal transportation initiatives.
21. Conducts citizen satisfaction surveys.
22. Performs the functions of the Town's Resiliency Officer.
23. Assists with the coordination of Information Technology platforms.
24. 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 deal with confidential and sensitive matters
- 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 conduct research, compile and analyze data, write reports, advise and direct management level employees
- Ability to establish and maintain effective working relationships with employees, peers, officials, other agencies, and the public.
- Ability to supervise the work of others in a manner conducive to full performance and high morale
- Knowledge of construction process for major capital programs.
- Ability to negotiate with collective bargaining unit.
- Knowledge of current social, political, economic trends and operating problems of municipal government.
- Knowledge of Public Administration principles, with particular reference to municipal administration, including basic principles of organization, management, and budget preparation.
- 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 and Downtown business environment.
- Knowledge of and experience with sustainability programs.
- Knowledge of parking management functions.
- Knowledge of 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.

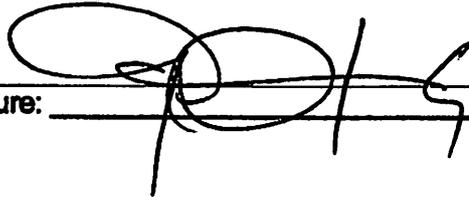
(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Revision History: New 2/23/17

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: _____

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