



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.
2. Appoints and remove officers and employees of the town, except as otherwise provided by the Charter and except as he/she may authorize the head of a department or office to appoint and remove subordinates in such department of office.
3. Prepares the budget annually and submits it to the council and is responsible for its administration after adoption.
4. Prepares and submits to the commission as of the end of the fiscal year, a complete report on the finances and administrative activities of the town for the preceding year.
5. Keeps the commission advised of the financial condition and future needs of the town and make such recommendations as may seem to him desirable.
6. Supervise and be responsible for the disbursement of all moneys and have control over all expenditures to ensure that budget appropriations are not exceeded.
7. Maintains a general accounting system for the town government and each of its offices, departments and agencies; keep books for and exercise financial budgetary control over each office, department and agency; keeps separate accounts for the items of appropriation contained in the town budget, each of which accounts show the amount of the appropriation, the amounts paid therefrom, the unpaid obligations against it and the unencumbered balance; require reports of receipts and disbursements from each receiving and spending agency of the town government to be made daily or at such intervals as he/she may deem expedient.
8. Submits to the commission a monthly statement of all receipts and disbursements in sufficient detail to show the exact financial condition of the town.
9. Give such notice of taxes and special assessments as may be required by law.
10. Collect all taxes, special assessments, license fees and other revenues of the town or for whose collection the town is responsible and receive all money receivable by the town from the state or federal government, or from any court, or from any office, department or agency of the town.

11. Have custody of all public funds belonging to or under the control of the town, or any office, department or agent of the town government, and deposit all funds coming into his hands in such depositories as may be designated by resolution of the commission, or, if no such resolution be adopted, subject to the requirements of law as to surety and the payment of interest on deposits, but all such interest shall be the property of the town and shall be accounted for and credited to the proper account.
12. Have custody of all investments and invested funds or the town government, or in possession of such government in a fiduciary capacity, and have the safekeeping of all bonds and notes of the town and the receipt and delivery of town bonds and notes for transfer, registration, or exchange, subject to all times to the direction of the commission by resolution or ordinance.
13. Supervise and be responsible for the purchase, storage and distribution of all supplies, materials, equipment and other articles used by any office, department or agency of the town government.
14. Approve all proposed purchases and other expenditures and certify that there is an unencumbered balance of appropriated and available funds. No appropriation shall be encumbered and no expenditure shall be made without such certification.
15. Sign jointly with the mayor or any one of the other commissioners all checks drawn on the town's depositories, unless such signing of checks is otherwise directed by a resolution adopted by the commission designating two (2) elected officials or the town clerk and an elected official as authorized signatories.
16. Perform such other duties as may be prescribed by this Charter or required of him/her by the commission, not inconsistent with this Charter.
17. Prepare and submit in writing to the commission a complete financial statement and a report upon the completion of any capital improvement project involving the expenditure of \$25, 000 or more.
18. 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.

- Ability to deal with confidential and sensitive matters
- 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.
- Knowledge of current social, political, economic trends and operating problems of municipal government.
- 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: 3/18/2008; 4/10/2012; 12/11/2012, 5/29/2020; 1/27/2021; 1/11/2023; 1/24/2023

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.

Commission Approved Date: _____