



MEMORANDUM

To: Honorable Mayor, Vice Mayor & Commissioners

From: Hector Gomez, Town Manager

Date: February 5, 2024

Subject: Updated Organizational Chart

The organizational chart (Attachment "A") has been updated and includes the following changes:

- *Procurement Coordinator* – This position has been funded and vacant for approximately 2 years. The Finance Department needs additional assistance with special accounting projects not limited to procurement. Therefore, the updated organizational chart lists the position as *Procurement Coordinator/Accountant (PT)*.
- *Human Resources Generalist* – The position has been vacant for six months. The position was reclassified to include risk management duties and payroll verification. Therefore, the updated organizational chart lists the position as *Human Resources and Risk Specialist*.



**TOWN OF SURFSIDE
Government Structure**
(As of January 1, 2024)

Town of Surfside
9293 Harding Avenue
Surfside, FL 33154

