

TOWN OF REDINGTON SHORES

POSITION DESCRIPTION

POSITION TITLE:	Town Administrator
DEPARTMENT:	Administration
REPORTS TO:	Board of Commissioners
SUPERVISES:	All Town employees including appointed positions as conferred by the Board of Commissioners Ordinance 21-08
EMPLOYMENT CLASSIFICATION:	Exempt – Full Time – 40+ hours per week

GENERAL DESCRIPTION:

The Town Administrator is entrusted with numerous and diverse duties. The position is one of high responsibility requiring advanced leadership, management, and administrative work as the Chief Administrative Executive. The purpose of this position is to direct and coordinate all phases of the Town of Redington Shores municipal government and to ensure the efficient and effective operation of all departments.

Work involves the leadership, management, supervision, and coordination of activities related to the Town in accordance with the policies adopted by the Board of Commissioners, Town Charter, Resolutions, Ordinances, and applicable Federal and State Laws. The person in this position is appointed by and serves at the pleasure of the Board of Commissioners and under general direction, plans, directs, organizes, and controls daily operations of the Town including the overall management of the Town's human, financial, and physical resources to achieve the Town's objectives, implementation of master plans, and the efficient operation of Town programs.

ESSENTIAL FUNCTIONS (KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS):

Essential functions, as defined under the Americans with Disability Act, may include the following tasks, knowledge, skill, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions, tasks, management, and leadership functions performed in this position.

- Responsible for the efficient and proper administration of all Town business as defined by the Board of Commissioners.
- Must possess a thorough knowledge and interpretation of the ordinances, policies and procedures of the Town.
- Recommends the hiring, discipline, removal, promotion, and other related personnel matters to the Board of Commissioners, as well as performs performance evaluations of Town employees.
- Required to deal tactfully, diplomatically, and confidentially with the general public, Town officials, and employees.
- Directs, supervises, coordinates, and delegates the activities of the administration of all Town departments, offices, agencies, and contracts of the Town except as otherwise provided by the Town Charter, or by law.
- Execute contracts on behalf of the Town unless the Board of Commissioners or Charter provide otherwise.
- Works directly and effectively with each Commissioner in their assigned areas of responsibility.
- In conjunction with the Building Official and Town Clerk, authorizes the agenda for the meetings of the Planning and Zoning Board and Special Magistrate.
- Attends meetings of the Planning and Zoning Board, and Special Magistrate, and all other Boards and Committees of the Town.

- Makes purchases involving expenditures of less than \$1,000. Makes recommendations to the Board of Commissioners on all other purchases and prepares quotes, bids for those items requiring a bid, supervises all bid procedures, and promulgates purchasing rules consistent with state laws.
- Serves as the property manager of all Town facilities, including but not limited to Town Hall, the Town maintenance facility, all Town parks, mini-parks, and all other real estate and personal property owned by the Town.
- Oversees the continual supervision of, and implementation of the Town's Emergency Disaster and Hurricane Response Plans.
- Required to work before, during, and after a declared and/or undeclared emergency.
- Responsible for collaborating with the Town Clerk to ensure agendas are established for Town Commission meetings.
- Attends Commission meetings and participates as the Chief Administrative Executive of the Town.
- Collaborates and gathers input from the Financial Advisory Committee (FAC). Prepares and submits an annual itemized budget, budget message, and capital program to the Board of Commissioners, in a form and within a time frame established by ordinance and state law.
- Submits to the Board of Commissioners, and makes available to the public, a complete report on the finances and administrative activities of the Town at the end of each fiscal year.
- Makes such other reports as the Board of Commissioners may require concerning the operations of Town departments, offices, and agencies that are subject to the Administrator's direction and supervision.
- Keeps the Board of Commissioners fully advised as to the financial condition, as well as the future policy and ordinance needs of the Town and makes such recommendations to the Board of Commissioners concerning the affairs of the Town.
- Maintains community respect with the Town of Redington Shores through good public relations and by keeping residents and business owners informed of Town progress and policies as required.
- Resolves or assists in the resolution of complaints concerning Town operations with citizens and others and/or refers to the appropriate Town official for the appropriate actions.
- Directs the media relations activities of the Town.
- Studies, analyzes, and makes recommendations to the Board of Commissioners related to salaries, job duties, responsibilities, safety, training, morale, efficiency, and various other personnel policies for Town employees.
- Studies, analyzes, and makes recommendations to the Board of Commissioners related to all public service issues in an effort to improve Town services.
- Reviews, approves, and coordinates scheduled absences of employees to ensure continuity of Town services.
- Consults with the Board of Commissioners on the hiring or removal of all employees.
- Visualizes, documents, and communicates both current and future goals and objectives of the Town.
- Establishes and maintains good working relationships with other government entities within Pinellas County, as well as with State agencies.
- Performs such other duties as may be assigned by the Board of Commissioners, not inconsistent with the position, existing Ordinances, Resolutions, the Town Charter, or laws.

ESSENTIAL PHYSICAL REQUIREMENTS AND TASKS:

- The work is typically performed with the employee sitting, standing, or walking.
- The employee must occasionally lift objects up to 20 pounds.

ENVIRONMENTAL CONDITIONS:

A considerable amount of time is spent in an office environment. Will frequently be required to work in outdoor environments with visits to work sites and other related Town activities and events.

MINIMUM QUALIFICATIONS, LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Graduation from an accredited four-year college or university with a Bachelor's degree in Public Administration, Business, Management, or other closely related field. Master's degree preferred.
- Knowledge of laws and administrative policies governing municipal activities and of operations of municipal government. ICMA Credentialed Manager preferred.
- Ability to express oneself clearly in writing and orally and to appear before groups of citizens and the Board of Commissioners to present data and programs.
- Knowledge of municipal government relationships to State and Federal government organizations.
- Knowledge of modern management and leadership techniques and applications.
- Minimum of five years progressive experience in municipal government, with three years minimum as the County/City/Town Manager/Administrator, or Assistant Manager/Administrator.
- Must be, or become, an active member with the International City Managers Association (ICMA), the Florida League of Cities (FLC), and Florida City County Managers Association (FCCMA).
- Must complete required courses for National Incident Management System (NIMS).
- Must possess and maintain a valid Florida Driver License.

NOTE: Reasonable accommodation considerations will be made for otherwise qualified individuals with a disability. The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by the Board of Commissioners.