

# **TOWN OF REDINGTON SHORES**

## **POSITION DESCRIPTION**

**POSITION TITLE:** Town Administrator  
**DEPARTMENT:** Administration  
**REPORTS TO:** Board of Commissioners  
**SUPERVISES:** All Town employees as provided for in Town Code § 1-20  
**EMPLOYMENT CLASSIFICATION:** Full Time – FLSA Exempt (Executive)

### **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 Town's chief administrative executive. The purpose of this position is to ensure the policy directions of the Board of Commissioners are carried out, to administer the Town's adopted budget, and to direct and coordinate all phases of the Town's delivery of municipal services while ensuring the efficient and effective operation of all Town departments.

Work involves the leadership, management, supervision, and coordination of activities related to the Town in accordance with the Town Charter, Town Code, state and federal law, and the policies, resolutions and budgets adopted by the Board of Commissioners. The Administrator is appointed by and serves at the pleasure of the Board of Commissioners and, under the Commission's general oversight and direction, plans, directs, organizes, and controls the daily operations of the Town, including the Town's human, financial, and physical resources to efficiently and effectively accomplish the Town's policies, objectives and master plans.

### **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.*

- Be responsible for the efficient and proper administration of all Town business as defined by the Board of Commissioners.
- With assistance of the Town Attorney and Town staff, acquire and maintain a thorough working knowledge and interpretation of the Town Code, Town policies and procedures, and the state and federal laws applicable to Florida local government, including but not limited to the Public Records Act, Sunshine Law, Code of Ethics, Florida Statutes Chapter 166, and the statutes governing the Town's budgeting and financial operations.
- Subject to the limitations set forth in Town Code § 1-20, interviews, hires, evaluates, promotes, disciplines, discharges and makes all other related personnel decisions for subordinate employees.
- Reviews, approves, and coordinates scheduled absences of employees to ensure continuity of Town services.
- 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.
- Deals with the Town's residents, businesses, Town officials and contractors, and Town employees in a professional, tactful, diplomatic, and honest manner.
- Maintains discretion and confidentiality in the management of sensitive documents or communications including exempt employee health records, civil or criminal investigations, and attorney-client communications.

- Directs, supervises, coordinates, and delegates the activities of the administration of all Town departments, offices, agencies, and contracts of the Town in accordance with the Town Charter and Code and applicable law.
- Negotiates, approves and executes contracts on behalf of the Town as the Town's budget, procurement rules, and the Town Code and state law allow.
- Establishes and maintains effective working relationships with Town Commissioners, Town Charter officials, and other Pinellas County elected and appointed officials.
- In conjunction with the Town Clerk and other relevant staff, develops agendas for meetings of the Town's various subordinate boards and commissions including the planning and zoning board.
- In conjunction with the Town's code enforcement deputy and building official, develops case materials for presentation to the Town's special magistrate.
- Attends all meetings of the special magistrate and the Town's subordinate boards and commissions.
- Authorizes purchases or other expenditures in accordance with the Town's procurement rules and adopted Town budgets.
- Maintains a sound working knowledge of public procurement methods and laws and oversees the Town's procurement process to include recommending to the Commission proper procurement rules, preparing solicitation documents, and supervising the evaluation of solicitation responses, contract negotiations, and contract administration.
- Oversees the administration of all vendor contracts, interlocal agreements, grant agreements and development agreements to ensure the Town's rights are protected, that renewals or cancellation notices occur in a timely manner, and all Town obligations are complied with.
- 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.
- The Administrator will oversee the risk management of the Town, shall maintain a master list of all Town real and personal property, and shall, as part of the budgeting process, recommend to the Board of Commissioners the types and amounts of insurance coverages that will ensure the Town is properly insured with respect to property loss and litigation claims.
- Works before, during, and after a declared and/or undeclared emergency to ensure the Town's emergency plans are carried out, that the Town properly coordinates with county and state emergency management officials, and to ensure the Town's staff and emergency contractors perform their required duties.
- Responsible for collaborating with the Town Clerk to ensure agendas are established for Town Commission meetings; briefs individual Commissioners in advance of meetings to ensure they are aware of all necessary background for the agenda items.
- Attends Commission meetings and participates as the chief administrative executive of the Town.
- Collaborates and gathers input from the Commission and the Town's Financial Advisory Committee regarding budget development, appropriations, and budget administration.
- Prepares and submits an annual itemized budget, budget message, and capital program to the Board of Commissioners, in a form and within the time frame established by Town Code and state law.
- Prepares and 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 advisory boards, contractors, departments, offices, or agencies of the Town.
- Keeps the Board of Commissioners fully advised as to the Town's financial and operational condition, and makes such financial or policy recommendations to the Commission as the Administrator determines is appropriate.

- Regularly researches opportunities for the Town to apply for and receive grant funds to assist the Town in building, maintaining or replacing Town infrastructure and assets, or to assist the Town in maintaining, adding or improving Town programs and services to improve the quality of life for Town residents, visitors and businesses.
- Uses, and ensures Town staff use up to date technology, internet, cloud and software tools to ensure the Town's internal and external communications, and its business operations are ADA compliant, user friendly, reduce inefficiency, and are secure from hacking, ransom wear and similar cyber threats.
- Maintains community respect in the Town of Redington Shores through good public relations and by keeping residents and business owners informed of Town progress and policies as required.
- Works alongside the members of the Commission to resolve or assist in the resolution of complaints concerning Town operations with citizens and others and/or refers to the appropriate Town, county or state official for the appropriate actions.
- 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, Town resolutions, Charter and Code, and existing laws.

#### **ESSENTIAL PHYSICAL AND MENTAL REQUIREMENTS AND ABILITIES:**

- Work is performed sitting at a desk and standing at locations in the Town.
- Must be able to use a desk and smartphone on a frequent basis.
- Must be able to physically report to work at Town Hall and various other meeting locations within Pinellas County on a daily basis, and including during emergency conditions.
- Must be able to deal calmly and professionally with occasionally angry citizens.
- Must be able to attend, pay attention to, and retain information from Town Commission, advisory board, community group or other meetings attended.
- Must be organized and able to take notes, track scheduled obligations, and effectively balance and prioritize often complex and heavy workloads and priorities.
- Must be able to read and understand the Town's financial records and to work with Town auditors and the Financial Advisory Committee on such records.
- Must be able to read documents on paper or computer screens.
- Must be proficient in the use of current common business software applications including Word, Excel and PowerPoint, as well as any specialty software the Town uses for email communications, project management or financial management activities.
- Must be able to speak in public to large groups of people, and to make detailed presentations to the Commission or other groups or bodies, using technology aids where appropriate.
- Must be able to train, explain and mentor employees in the performance of their Town duties.
- Must be able to operate a passenger vehicle.
- 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 or county 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 in a related field preferred.
- Knowledge of laws and administrative policies governing municipal activities and of operations of municipal government. ICMA Credentialed Manager preferred.
- Knowledge of municipal government relationships to State and Federal government organizations.
- Knowledge of modern management and leadership techniques and applications.
- Progressive experience in local government management settings desirable.
- 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), and must adhere to the codes of ethics of the ICMA and 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.*