



Position Description – Briny Breezes Town Manager

The Town Manager is employed by the Town Council and serves as the administrative head of the Town government, subject to the direction of the Town Council. The Town Manager is chosen on the basis of executive and administrative qualifications, need not be a resident of the Town and holds office at the pleasure of the Town Council.

Nature of Work

This is responsible leadership work as administrative head of the Town, under the direction of the Town Council. Performance must be in accordance with the Florida Statutes and local ordinances.

Employee of this class is responsible for the achievement of tangible results through people. Work involves planning, budget making, problem solving and organizing with the authority to make decisions as well as delegate to others. The work environment is relatively unpredictable and requires the ability to manage many projects at once. Although governed by policies, the Manager must frequently act without precedent.

Typical Duties

Functions as the Chief Administrative Officer of the Town, providing professional administration and management of municipal functions to ensure efficiency of operation

Acts as the liaison with state and federal government, Briny Breezes Inc., local civic and business entities, the press, and interested members of the public. Facilitates the flow and understanding of information between and among elected officials, town attorney, employees and citizens.

Understands relationship between Town of Briny Breezes and Briny Breezes Inc. and facilitates communication and cooperation between the two entities.

Interacts with municipal and corporate committees as needed.

Prepares and presents reports, such as a monthly budget report to Town Council.

Annually prepares a proposed budget and plan for the Town.

Oversees the accounting of all monies of the Town.

Develops long-range plans with guidance from the Town Council and assists in the achievement of goals and objectives. Plans for short-term and long-term financing and oversees projects.

Prepares an annual report of the previous year's activities for presentation to the Town Council and citizens of Briny Breezes.

Directly responsible for hiring, supervising, and evaluating employees and contractors in accordance with laws and regulations.

Acts as purchasing agent for the Town and oversees the bid process on major purchases and contracts.

Administers interlocal municipal services agreements.

Attends meetings of the Town Council, preparing its agendas, providing supporting documents and information pertinent to agenda items.

Coordinates Town operations at times of declared emergencies.

Carries out the policies and directives adopted by the Town Council.

Prepares federal and State grant requests as appropriate and administers grant programs.

Assures compliance with relevant federal laws and regulations, state statutes, and town ordinances and regulations.

Performs related work as required.

Knowledge, Skills and Abilities

- Thorough knowledge of municipal management and community problems.
- Thorough knowledge of financial administration and the design of financial accounting and reporting system.
- Thorough knowledge of municipal government programs and decision-making processes.
- Working knowledge of state and federal programs.
- Ability to communicate effectively orally and in writing.
- Ability to listen to others.
- Possess conflict resolution skills.
- Ability to direct and supervise others and to delegate.
- Ability to give and accept constructive criticism.
- Knowledge of water and sewer operations and road maintenance.
- Employee must be goal-minded and possess a self-starting drive to get things done, frequently through other people.
- Ability to act independently and without precedent in the face of problems.

Desirable Experience and Training

Bachelor's degree in public administration or a related field, or at least five years' experience in a municipal government, coastal management experience desired, FEMA Emergency Management Certification or any equivalent combination of experience and training that demonstrates required level of knowledge, skills, and abilities