



6001 North A1A, Indian River Shores, FL 32963  
(772) 231-1771 FAX (772) 231-4348

**JOB TITLE:**

Town Manager

**JOB SUMMARY:**

The Town Manager is a “chartered officer,” as the position is authorized in Section 3.3 of the Charter of the Town of Indian River Shores. Specifically, it provides for the creation and activation of the office of Town Manager to assist in the operation of the town government. The Town Manager is appointed by majority vote of the Town Council and reports directly to them (32.21 (f)(1)). There may be a contractual agreement between the Town Manager and the Town Council for employment terms. All Town Departments are under the supervision of the Town Manager, and the Department Heads (Town Clerk, Town Treasurer, Building Official, Public Safety Director, and Public Works Director) report directly to him/her. The Manager may supersede any action taken by a department head in the functions of his office (30.02, Code). He has authority to delegate responsibilities as necessary. He is the spokesperson for the media and general public for the Town.

**EDUCATION AND EXPERIENCE:**

- A Bachelor’s degree from an accredited four-year college or university in Public Administration, Business Administration or a related field is preferred; however, relevant experience may be substituted.
- Must have ten (10) years full-time, paid experience in a similar position or other related municipal service, with a strong background in personnel management, budgeting and labor relations.
- Certified Public Manager designation is preferred.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *(see Sec. 32.21, Code of Ordinances)*

1. The Town Manager is the Chief Executive and Administrative Officer for the Town. He is responsible for efficient and effective operation of the day-to-day business of the Town. The Manager has authority to make recommendations for adoption of such measures deemed necessary or expedient by the Town Council in the best interest of the residents or staff.
2. The Manager shall supervise the proper and efficient enforcement of all laws and ordinances as well as compliance with State and Federal mandates and regulations.
3. The Town Manager is responsible for the performance of all duties of the engineer, superintendent of public works, and purchasing officer, and shall be vested with the authorities of such offices. He may delegate certain of these duties and subject to confirmation by the Town Council, create separate administrative officers or deputy administrative officers to assume such duties.
4. The Manager is responsible for the preparation of the budget as prescribed by the Town Charter.
5. The Town Manager provides administrative direction to the Town Clerk insofar as such direction is not inconsistent with the Charter and ordinance provisions as to the powers and duties of the Clerk.
6. The Town Manager promotes the public peace, health and safety of persons and property, and directs the Public Safety Director in the manner and method of maintaining the same.

7. Except as otherwise provided in Town Code, he shall manage and supervise all public improvements, works and undertakings of the Town. He shall have charge of the construction, repair, maintenance, cleaning and lighting of streets, sidewalks, bridges, pavements, sewers and all public buildings or other property belonging to the Town. He shall manage and supervise all Town utilities and shall be responsible for the preservation of all Town property.
8. The Town Manager shall enforce all terms and conditions imposed in favor of the Town or its inhabitants in any public utility franchise or in any contract.
9. He shall attend all meetings of the Town Council, with the right to take part in discussions but without the right to vote.
10. The Town Manager is an ex officio member of all committees of the Town Council.
11. He shall assume all the duties and responsibilities as personnel director of all town employees. As such, final authority in hiring, dismissal, training, transfers, promotions, assignments, and discipline over all administrative and public works employees rests with the Town Manager. Such duties may be delegated to some other officer or employee of the Town, but it shall not relieve him of any responsibility for the proper conduct of such duties.
12. The Town Manager exercises and performs all administrative functions of the town that are not imposed on some other official, and other duties that may be required of him by ordinance.

#### **TYPICAL EXAMPLES OF WORK:**

The Town Manager may be called upon to do any or all of the following on an ongoing daily basis: (these examples do not include all of the tasks which the Manager may be expected to perform):

- Directs and supervises the activities of the Department Heads.
- Oversees the evaluation of proper performance of the assigned duties.
- Directs the effective handling of citizen's complaints.
- Coordinates the activities of all of the Town's departments.
- Assumes command during natural and man-made disasters as required.
- Takes disciplinary and commendatory actions.
- Reviews pay-related requests and other personnel issues.
- Oversees monthly staff meeting with Town Hall personnel and administrative PSD staff to develop and maintain a mutually beneficial and cooperative working relationship.
- Attends National, State, County, Municipal, and other essential meetings and conferences related to municipal government, in addition to attending with or filling in for elected officials at their various appointed positions.
- Ensures the elected officials are kept up to date on current events.

#### **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:**

- Excellent verbal and written communication skills; working knowledge in standard computer programs (Word, Excel, Outlook, and Power Point).
- Manage multiple priorities concurrently and prioritize work effectively under pressure.
- Effective use of interpersonal skills to manage Town employees, and provide a platform for cooperative working relationships with citizens and external agencies.

**NOTE:** A pre-employment background check including but not limited to a criminal history search, employment verification, degree verification and reference checks will be conducted.