

## **TOWN OF CENTURY, FLORIDA**

### **AGENDA ITEM**

FOR TOWN COUNCIL MEETING – JULY 22, 2025

**Subject:**

Adoption of Resolution No. 2025-06 – Approval of Job Description for Parks Manager

**Requested Action:**

Adopt Resolution No. 2025-06, approving the job description for the position of Parks Manager.

**Background:**

As part of the Fiscal Year 2024–2025 Pay Plan adopted by the Town Council on May 6, 2025, staff developed uniform titles and classifications for all Town positions. The position historically known as Parks Manager was temporarily retitled Utility Worker I – Parks for internal alignment.

After the Pay Plan was adopted, the employee assigned to the parks role met with the Interim Town Manager and clarified that he was originally hired under the title of Parks Manager. Following consultation with Mayor Benjamin D. Boutwell, it was determined that the Parks Manager title should be reinstated. As no job description was previously on file, a formal description has now been developed to reflect the duties and responsibilities of the role.

**Financial Impact:**

There is no fiscal impact associated with this action. The position is already funded in the FY 2024–2025 Operating Budget.

**Recommendation:**

Staff recommends adoption of Resolution No. 2025-06, approving the job description for the position of Parks Manager.

**Attachments:**

- Resolution No. 2025-06
- Job Description: Parks Manager

Prepared by:

Howard W. Brown, Jr., ICMA-CM

Interim Town Manager

Town of Century, Florida