

# ORDINANCE NO. 2025-XX

**AN ORDINANCE OF THE TOWN OF CENTURY, FLORIDA, ESTABLISHING THE POSITION OF TOWN ADMINISTRATOR TO SERVE AS THE OPERATING OFFICER ASSISTING THE MAYOR; DEFINING DUTIES, RESPONSIBILITIES, AND QUALIFICATIONS; PROVIDING FOR APPOINTMENT, SUPERVISION, CONTRACTING, AND REMOVAL; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.**

WHEREAS, the Town of Century recognizes the need for a professional administrative officer to assist the Mayor in the oversight of daily operations and financial management; and

WHEREAS, the Mayor is the Chief Administrative Officer and Chief Executive Officer of the Town, responsible for overall leadership, policy direction, and executive decision-making; and

WHEREAS, the Town Administrator shall serve as the operating officer, assisting the Mayor in the day-to-day execution of policies, financial management, and municipal operations; and

WHEREAS, the Town Charter does not currently establish the position of Town Administrator, but the Town Council has the legislative authority to create such a position through this ordinance; and

WHEREAS, the Town Council finds that the creation of a Town Administrator position will enhance operational efficiency, streamline management responsibilities, and improve financial oversight;

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CENTURY, FLORIDA, AS FOLLOWS:

## SECTION 1. CREATION OF THE TOWN ADMINISTRATOR POSITION

The position of Town Administrator is hereby created to serve as the operating officer of the Town of Century, responsible for assisting the Mayor in overseeing daily operations, financial management, and personnel administration.

## SECTION 2. APPOINTMENT, CONTRACTING, SUPERVISION, AND REMOVAL

1. The Town Administrator may be:
  - Appointed as an employee by the Mayor, subject to approval by the Town Council.
  - Hired as a contracted individual.
  - A company with expertise in municipal administration and financial management, contracted to provide these services.

2. The Town Administrator shall report directly to the Mayor, who shall provide oversight, direction, and performance evaluations.
3. The Town Administrator, whether an individual or a contracted entity, may be removed by the Mayor, with approval of the Town Council, by a majority vote.

### SECTION 3. QUALIFICATIONS (FOR INDIVIDUAL APPOINTMENT OR CONTRACTED EMPLOYEE)

The Town Administrator, if appointed as an individual, shall meet the following qualifications:

1. A bachelor's degree in public administration, business administration, finance, or a related field (a master's degree is preferred).
2. A minimum of five (5) years of experience in municipal administration, financial management, or executive leadership.
3. Strong knowledge of local government operations, financial reporting, budgeting, procurement, and personnel management.
4. Effective leadership, organizational, and decision-making skills.

For companies or firms contracted to provide these services, the Town Council shall ensure that the selected entity has:

1. Proven expertise in municipal operations, financial management, and government administration.
2. A track record of successful management and service provision for local governments or public agencies.
3. The capacity to provide qualified personnel to fulfill the duties outlined in this ordinance.

### SECTION 4. DUTIES AND RESPONSIBILITIES

The Town Administrator shall serve as the operating officer, assisting the Mayor in the following areas:

1. Operational Management:
  - Assist the Mayor in overseeing daily operations, ensuring efficiency in all administrative and business functions.
  - Ensure that town services, projects, and operations are executed in accordance with the Mayor's directives and Town Council policies.
2. Financial Oversight:
  - Serve as the Financial Services Director, responsible for budget preparation, financial planning, and fiscal accountability.
  - Perform or supervise journal entries, bank reconciliations, procurement oversight, and payroll management.
  - Ensure compliance with all financial reporting and audit requirements.
3. Personnel and Staffing:
  - Assist the Mayor in hiring, supervising, evaluating, disciplining, and terminating town employees.

- Conduct periodic reviews of job descriptions, minimum qualifications, and performance evaluations.
- 4. Procurement and Contract Administration:
  - Oversee the procurement process, ensuring compliance with town policies and state procurement laws.
  - Approve vendor contracts and purchases within authorized budgetary limits.
- 5. Policy Implementation and Town Council Support:
  - Advise and make recommendations to the Mayor and Town Council on policies, programs, and operational improvements.
  - Prepare reports, studies, and presentations to facilitate informed decision-making.

## SECTION 5. COMPENSATION AND BENEFITS

1. If the Town Administrator is an employee, salary and benefits shall be established by the Town Council through the annual budget process.
2. If the Town Administrator is a contracted individual or company, the terms of compensation shall be established in the contract agreement approved by the Town Council.

## SECTION 6. PERFORMANCE REVIEW

1. The Mayor shall conduct an annual performance review of the Town Administrator, assessing leadership, financial oversight, and operational efficiency.
2. The performance review shall consider:
  - Execution of the Mayor's directives and Town Council policies
  - Effectiveness in financial management and budget oversight
  - Personnel administration and development of town staff
  - Compliance with local, state, and federal laws

For contracted firms, performance reviews shall include an assessment of service delivery, compliance with contractual obligations, and overall effectiveness in managing town operations.

## SECTION 7. SEVERABILITY

If any section or provision of this ordinance is held invalid or unconstitutional by a court of competent jurisdiction, such ruling shall not affect the validity of the remaining sections.

## SECTION 8. CONFLICTS

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

## SECTION 9. EFFECTIVE DATE

This ordinance shall take effect immediately upon its adoption by the Town Council of the Town of Century.

PASSED AND ADOPTED by the Town Council of the Town of Century, Florida, on this \_\_\_\_ day of \_\_\_\_\_, 2025.

ATTEST:

Alicia Johnson  
Interim Mayor  
Town of Century, Florida

Carrie Moore  
Town Clerk

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