

EXHIBIT A – JOB DESCRIPTION

TOWN ADMINISTRATOR

Location: Town of Century, FL

Reports To: Mayor

Approval: Town Council

Position Type: Full-Time

Job Summary

The Town of Century is actively seeking a qualified individual to fill the role of Town Administrator. The chosen candidate will serve under the leadership of the Mayor and will be responsible for the effective administration of all town departments. The Town Administrator will work collaboratively to implement policies and strategic initiatives as directed by the Mayor, with the backing of the Town Council. Preferred candidates will have a strong background in municipal management and experience in a leadership capacity within a City Manager's office.

Qualifications

Education: Bachelor's degree in Public Administration, Business Administration, or related field; a Master's degree is preferred.

Experience: A minimum of five years in a managerial role in municipal government is required, with preference for experience as a department head or within a City Manager's office.

Skills: Outstanding leadership, strategic planning, budgeting, and fiscal management abilities, along with a commitment to public service.

Licensing: A valid Florida Driver's License is required.

Responsibilities

- Administer the day-to-day operations of the town, ensuring efficient coordination and management of all departments.
- Support the Mayor in formulating and executing town policies and goals.
- Oversee the development and management of the town's budget, upholding fiscal integrity and accountability.
- Drive sustainable economic growth and cultivate strong community relations.
- Engage with the Town Council to gain support for and authorization of various policy initiatives and municipal projects.
- Respond to and resolve community concerns, enhancing the town's public engagement

and transparency.

- Promote and support the professional growth of town staff.
- Provide informed and strategic advice to the Mayor and Council.

Skills and Abilities

- Understanding of municipal governance principles, strategic planning, and public policy.
- Capacity to work within a political environment, upholding impartiality and professionalism.
- Proficient in public speaking and community engagement.
- Strong analytical and problem-solving abilities.

Working Conditions

Predominantly office-based, with the necessity to attend meetings beyond standard office hours. Availability to manage and respond to town emergencies as needed.

The Town of Century is an Equal Opportunity Employer, dedicated to creating a diverse and inclusive workplace.