

TOWN OF CENTURY, FLORIDA

Agenda Item

MEETING DATE: May 20, 2025

TITLE: Approval of Job Description for Town Administrator and Discussion of Recruitment and Hiring Options

BACKGROUND

Following the Council's prior review of draft Ordinance No. 2025-003, which proposes the establishment of a Town Administrator position, the Interim Town Manager has prepared a formal job description for Council approval. The Town Administrator will serve as the chief operating officer, assisting the Mayor and providing support to the Town Council, while also assuming responsibilities as the Town's Financial Services Director.

This position is designed to consolidate leadership and fiscal oversight under one professional role, improving operational efficiency and financial accountability.

SUMMARY OF POSITION

- Title: Town Administrator (with Financial Oversight Responsibilities)
- Reports to: Mayor; provides regular reports to and takes direction from the Town Council
- Scope of Duties: Daily operations, financial management, personnel oversight, budgeting, procurement, payroll, grant compliance, and strategic planning
- Staffing Model:
 - Primary Option: Direct hire by the Town Council
 - Alternative Option: Retain a qualified firm with demonstrated expertise in municipal administration and public finance to fulfill the duties on a contractual basis

RECOMMENDED ACTION

- Approve the attached job description for the Town Administrator position.
- Confirm the intent to fill the position as a direct hire, with the option to consider retaining a firm as a service provider if deemed appropriate or cost-effective.
- Direct the Interim Mayor and Interim Town Manager to begin preparations for recruitment and return to the Council with recommendations on:
 - Salary range and funding sources
 - Job announcement and advertising strategies
 - Recruitment and interview timeline
 - Composition and authority of a hiring or evaluation committee

DISCUSSION POINTS FOR COUNCIL

- Salary and Budget Impact
 - Discuss a proposed salary range and benefits package

Review budget implications and funding options (e.g., General Fund allocation or administrative line item adjustments)

- Advertising and Outreach
 - Approve content and placement of job postings (e.g., Florida League of Cities, ICMA, FGFOA, local press)
- Recruitment Timeline
 - Outline application period, screening process, and interview schedule
- Hiring Committee
 - Discuss appointment of a Hiring Committee (e.g., Mayor, Council Members, community stakeholders)
 - Define the role of the committee in screening, interviewing, and recommending finalists
- Evaluation of Contracting Option
 - Consider developing a scope of services and criteria for contracting with a professional municipal management or public finance firm, should the Council elect not to proceed with a direct hire

SUPPORTING DOCUMENTATION

Attachment A: Job Description – Town Administrator with Financial Oversight Responsibilities (May 2025)