



JOB TITLE: Town Manager
REPORTS TO: Town Council

FLSA STATUS: Exempt
BARGAINING UNIT: Contract

JOB SUMMARY:

Under the direction of the Town Council, serves as the chief executive of the Town of Juno Beach. Directs the day-to-day management and operations of the Town in accordance with policies established by the Town Council and the Town Charter and Ordinances. Works closely with the Mayor & Town Council, the Leadership Team, legal counsel, committees, and a variety of community organizations and citizens groups in developing and implementing programs to achieve Town priorities and solve community problems. Improves the quality of municipal operations; plans and implements major capital projects. Shows dedication to maintaining a small-town atmosphere. Town Manager will be a key partner in the articulation, implementation, and communication of the overall strategic directions for the Town of Juno Beach. Position directs, coaches, develops, and evaluates town staff. Position develops policies and procedures as well as determining efficient and innovative ways to accomplish the organization's goals. This position requires reliability, dependability, and accountability in all aspects of the defined role.

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed. Specific duties and responsibility may vary depending on department or program needs without changing the general nature and scope of the job or level of responsibility. Employees may also perform related work as required.

- Exercises supervision over all municipal employees either directly or through subordinate supervisors.
- Support the Mayor and Town Council in ensuring organizational compliance with Council-approved policies by providing accurate and timely implementation of resolutions.
- Attends all Town Council meetings and shall have the right to take part in discussion but may not vote.
- Ability to be transparent and establish trust in the community.
- Provide unmatched customer service and lead by example. Provides an effective level of responsiveness and customer service, including timely follow-up on citizen requests, disputes, and complaints; identifies and resolves issues in collaboration with department heads.
- Being visible and interactive at town workshops and events.
- Ability to work closely with the Town Council to establish vision, identify goals, strategies, tasks, and measures to monitor progress while implementing its priorities.
- Work towards continuous improvement and will constantly seek to make processes more efficient and effective.
- Organize and support the logistics for all Town Council meetings, for example preparing materials and prepping town staff presenting at Town Council meetings.

- Serve as an advisor to the Leadership Team to identify and implement long term strategic priorities as well as the five-year capital plan.
- Appoints and removes all department heads, officers, and employees of the Town, except members of the council.
- Signs contracts on behalf of the Town as directed by Town Council.
- Oversees the preparations and submittal of the annual Town budget.
- Assures that assigned areas of responsibility are within budget.
- Mentor and develop staff.
- Communicates official plans, policies, and procedures to staff and to the public.
- Oversees the risk management of the town and ensures the town is properly insured with respect to property loss and litigation claims.
- Ensures there is an Emergency Management Plan and Program in place.
- Sees that all laws and ordinances are faithfully complied with.
- Prepares a variety of studies, reports and related information for decision-making purposes.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Advises the Town council of financial conditions and current and future Town needs.
- Recommend for adoption by the council such measures, as manager may deem necessary or expedient.
- Prepares and submits to the council such reports as may be required by that body or as the manager may deem advisable to submit.
- Organize and support the onboarding, and orientation of new Town Council members.
- Maintains harmony among town staff and resolves grievances.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Outstanding communicator and presentation skills.
- Experience in municipal management as well as budgeting, finance, land use and planning, public works, public safety, and redevelopment.
- Ability to think logically and to perform in a functional manner, with minimal supervision, without any skill specific or on the job training.
- Ability to deal effectively and courteously with others, particularly in stress related situations.
- Experience in conflict resolution.
- Ability to establish and maintain effective working relationships with employees, Town officials and the public.
- Ability to make sound decisions, including during emergency conditions.
- Thorough knowledge of the Town's budgetary process.
- Ability to organize and prioritize assigned tasks/projects.
- Strong team building skills.
- Ability to communicate effectively, both verbally and in writing.
- Ability to understand and complete complex verbal and written instructions.
- Ability to prepare detailed reports, conforming to rules of punctuation, grammar, and style.
- Strong knowledge of information technology.
- Experience in succession planning preferred.

EDUCATION AND EXPERIENCE:

The ideal candidate possesses the education and experience listed below.

- Graduation from an accredited four-year college or university with major coursework in public administration, business administration or related field.
- A master's degree in public or business administration is a plus.
- Desired qualifications include at least five to seven years of direct municipal experience in a similarly sized organization as a Town Manager, Assistant Town Manager or Administrator.
- Florida coastal experience preferred.

PHYSICAL DEMANDS AND WORK ENVIRONMENTS:

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions. The physical demands and work environment characteristics described here are representative of those that an employee will encounter and must be met by an employee to successfully perform the essential functions of this job.

This position is regularly performed in a typical office environment and is quiet and climate controlled. While performing the duties of this job, the employee is routinely required to sit; talk; hear; stand; walk; use hands to touch, handle, and feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee may occasionally stoop, kneel and crouch or crawl. The employee must exert or lift to twenty-five (25) pounds of force occasionally to move objects. Specific vision abilities required by this job include close vision and distance vision.