



VILLAGE OF TEQUESTA JOB DESCRIPTION

POSITION TITLE: Village Manager

DEPARTMENT: Administration

DATE LAST UPDATED: 4/30/2018

WC CODE: 8810

UNION STATUS: Non Bargaining

EMPLOYMENT STATUS: Full-Time

FLSA STATUS: Exempt

EMERGENCY DESIGNATION: Essential

POSITION SUMMARY

The Village Manager position is responsible to the Village Council for executing the Village's policies and laws, administering the government of the Village and supervising and managing all public business and affairs of the Village.

REPORTING RELATIONSHIPS

Position Reports to: Village Council

Positions Supervised: Department Heads, Executive Assistant

DUTIES AND RESPONSIBILITIES

- To ensure that all terms and conditions imposed in favor of the Village, or its inhabitants in any public utility franchise, are faithfully kept and performed; and upon knowledge of any violation thereof to call the same to the attention of the Village Council.
- To supervise the management and control of all public utilities owned by the Village and be charged with the management and operations of all public works and departments in accordance with the ordinances or resolutions of the Village Council.
- To be responsible for the supervision of all departments of the Village and to see that the laws and ordinances of the Village are enforced.
- To attend all meetings of the Village Council and of its committees, if requested, with the right to take part in the discussion but without having a vote, and to file at the regular meetings of the Village Council in each month, a report of the Village Manager's actions during the preceding month in a form as directed by vote of the Village Council.
- To recommend to the Council for adoption such measures as the Village Manager may deem necessary or expedient in the interests of the Village, to keep the Village Council fully advised as to the financial condition and needs of the Village, and to submit for its consideration an annual budget.
- To appoint, and when deemed necessary for the good of the Village, suspend or remove any Village employee and/or department head provided for, by, or under the Charter, or by ordinance, except as otherwise provided by Florida law, the Charter or personnel rules adopted by ordinance or resolution. The Village Manager may authorize any department head to exercise these powers with respect to subordinates in that department.

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- To direct and manage the activities of all Village staff in protecting the lives and property of Village residents during periods of natural or manmade disaster or civil strife, whenever such emergency might occur.
- To act as purchasing agent for the Village; authorized to make all purchase of supplies and to approve all purchase orders for the payment of same. In the capacity of purchasing agent, the Village Manager shall conduct all sales of personal property that the Council may authorize to be sold as having become unnecessary or unfit for Village use. All purchases and sales shall conform to such regulations as the Village Council may from time to time prescribe.
- To make contracts on behalf of the Village for the furnishing of materials and performance of labor; provided, however, that no such contract shall obligate the Village for a sum greater than allowed by ordinance, and provided, further, that such contracts shall be presented to the Village Council at the next regular meeting after the execution or awarding thereof for action thereon by the Village Council.
- To prepare and submit to the Village Council, within ninety (90) days after the close of each fiscal year, a complete report of the operation and business of the Village for the preceding fiscal year.

ADDITIONAL DUTIES

- Perform other duties and assumes other responsibilities as apparent or as delegated.

QUALIFICATION AND EXPERIENCE

Education and Experience

- Bachelor's degree in Business or Public Administration or related field. Master's degree preferred.
- Seven (7) years of progressively responsible experience in City/County administration. Department Director level experience highly desirable.

Necessary Knowledge Skills and Abilities

- Theory, principles, practices and techniques of organization design and development, long-range planning, public administration, public financing, municipal budgeting, financial administration, program and policy formulation.
- Excellent knowledge of applicable state and federal laws and regulations governing the administration and operations of a municipal agency.
- Sound principles and practices of personnel management and labor management relations.
- Sound techniques of effective public relations and principles and practices of sound business communications.
- Demonstrated experience in program and project management.
- Demonstrated experience in thinking strategically and designing multiple ways to accomplish goals; a solutions provider with analytical troubleshooting and decision-making skills.
- Well-honed conflict resolution skills.
- Demonstrated strength in building relationships built on trust and integrity.

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- Excellent oral and written communication skills and leadership practices
- Proven skills in working successfully with a diverse individuals and groups with strong facilitation and collaboration competence.
- Technical competence with Microsoft software suite of products

Licensing and Certification

- Driver's License
- National Incident Management System (NIMS) Certification in accordance with Village policy

WORK ENVIRONMENT

- Usually works in an office environment and frequently required to visit off-site locations.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change. Requirements are representative of minimum levels of knowledge, skills, or abilities.