

Job Summary:

Under the direction of Town Council, the Town Manager (TM), will serve as a trusted strategic advisor, thought partner, external brand manager, and special projects manager. This position will work closely with the Department Directors and the Leadership Team to provide strategic alignment support across functions. The Town Manager will be a key partner in the articulation, implementation and communication of the overall strategic direction for the Town of Juno Beach.

Responsibilities & Essential Functions:

The following is an overview of the duties and responsibilities assigned to this position. The employee may perform other duties as required.

- Serve as an advisor and thought partner to all the Department Directors, to identify and implement long term strategic priorities, as well as five year capital priorities, developing metrics for success, and evaluating ongoing processes
- Lead the annual and multi-year strategic planning process, with a focus on change management to support employees and teams as the Town transitions to new management, processes, tools, or initiatives, and a focus on communications
- Develop fiscally sound budget and manage all processes to meet budgetary directives
- Strategically manages time, both internally and externally, to ensure it aligns with and supports priority areas and provides the right-level of involvement and input into key decision-making processes
- Key input from the Town Council is secured and enveloped into strategic planning and messaging
- Support, pre-and post-meetings with action items, and deliverables
- Manage internal and external communications, for example drafting ongoing correspondence, monthly updates, reports, speeches, op-eds, presentations, including charettes and open-forum public workshops
- Provide briefs, as needed, for all internal and external meetings utilizing research, data/information analysis, and professional insight
- Support the goal setting and evaluation with the Town Council

Support for the Department Directors and Leadership Team

- Participate in all leadership team meetings to support the improvement of current processes and coordinate organizational processes/procedures for optimized efficiency, productivity, and communication
- Coordinate logistics and provide support for internal and external meetings and events
- Support all-staff communication and engagement, through all-staff assemblies and Town Council meetings
- Lead strategic initiatives and special projects, as determined by

Town Manager, Town Council or Department Directors.

Management of Teams

- Supervise Budget, Personnel, Communications, Legal, Advocacy, and Special Projects for the organization.
- Facilitate ongoing professional learning and growth of direct reports and department team members, foster collegiality, and team building

Town Council Management

- Support the Mayor and Town Council in ensuring organizational compliance with Council-approved policies and procedures by providing accurate and timely implementation of resolutions
- Develop annual slate of meeting calendars for full Council, board, board committees, and task forces; organize and coordinate calendars for these meetings as well as Council-focused webinars, and other engagement opportunities
- Manage and support meeting planning and following action items through to completion incorporating lessons learned
- Organize and support the logistics for all Council meetings, for example preparing materials and prepping the Department Directors and other key leaders presenting at Council meetings
- Organize and support the onboarding, and orientation of new Council members

Qualifications:

- Bachelor's degree required; Masters degree or equivalent experience preferred
- 10+ years demonstrated progressive leadership experience
- Significant organizational management skills, including team-building, staff supervision and development
- Fiscal responsibility experience with budgets, proficient with long-term strategic planning, and planning experience for municipal needs while providing first class customer service to the citizens of Juno Beach
- Strategic, analytical approach combined with interpersonal professionalism, emotional intelligence, and flexibility
- Outstanding interpersonal, facilitation, and presentation skills
- Exemplary written and verbal communication skills
- Must be self-directed and has the ability to work independently to get large projects completed in a timely manner with little oversight
- Strong track record of project and team management
- Florida experience with grants, legislative process, and comprehensive plan
- Ability to coordinate with emergency response coordinators for

widespread incident response situations, such as flooding and hurricane

ADA Requirements/Working Conditions:

- Work normally performed in a typical interior/office work environment
- Limited physical effort required
- May have substantial national travel based on location
- Driving, grasping, hearing, repetitive hand motions, lifting, pulling, pushing, reaching, sitting, talking, typing