



Town of Palm Beach Town Manager

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|------------------------|----------------|----------------------|-------------------------------------|
| CLASS CODE | 60000 | SALARY | \$50,000.00 - \$500,000.00 Annually |
| BARGAINING UNIT | Not Applicable | REVISION DATE | June 14, 2018 |

General Statement of Job

Acts as Town's chief executive and administrative officer and performs powers and duties as directed by the Town Council and as identified in Town Charter and Code of Ordinances. Responsible for day-to-day operations and advising the Mayor and Town Council on matters of policy.

Essential Functions

- Recommends to the Town Council the appointment of, and when deemed necessary for the good of the Town, the suspension or removal of all appointive administrative officials provided for by or under this Charter or by Town Council ordinance; the Town Council may accept or reject such recommendations and may make appointments in the absence of such recommendations.
- Appoints, and when deemed necessary for the good of the Town, suspends or removes, all other Town employees. May authorize any administrative officer who is subject to his/her direction and supervision to exercise these powers with respect to subordinates in that officer's department, office or agency.
- Directs and supervises the administration of all departments, offices and agencies of the Town except as otherwise provided by this Charter or bylaw.
- Attends all Town Council meetings and shall have the right to take part in discussion but may not vote.
- Administers all laws, provisions of the Charter and acts of the Town Council subject to enforcement by him/her or by officers subject to his/her supervision.
- Prepares and submits the annual budget and capital programs to the Town Council in a form provided by Ordinance.
- Submits to the Town Council and makes available to the public a complete report on the finances and administrative activities of the Town as of the end of each fiscal year.
- Makes such other reports as the Town Council may require concerning the operations of Town departments, offices and agencies subject to his/her discretion and supervision.
- Keeps the Town Council fully advised as to the financial condition and future needs of the Town and makes such recommendations to the Town Council concerning the affairs of the Town as deemed desirable.
- Signs contracts on behalf of the Town as directed by the Town Council.
- The Town Manager shall represent the Town before appointive officers of other governmental bodies other than those enumerated in Section 3.05(g) except when the Town Council shall have designated some other person to act.

Minimum and Preferred Qualifications

- Master's degree in Public Administration or related field, from an accredited university is required.
- Minimum of 10 years municipal administrative experience at a highly responsible managerial level is required.

Knowledge, Skills and Abilities

- Ability to think logically and to perform in 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.
- Ability to observe situations analytically and objectively and record them clearly, completely and concisely.
- 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.
- 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.
- Knowledge and ability to use variety of computer systems.

Physical and Environmental Demands or Conditions

The environmental conditions and physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the essential functions of this job, the employee is frequently required, weekly or up to daily, to:

have the ability to identify and distinguish colors;

communicate orally;

hear;

proofread and check documents for accuracy;

use a keyboard to enter and transform words or data;

use a video display terminal;

work in a normal office environment with few physical discomforts;

operate automobile, van, and/or Town vehicle; and/or

be able to work a fluctuating work schedule based upon the need of the department.

The employee may sometimes be required to:

lift or carry objects up to 20 pounds;

stand up for up to one hour at a time;

reach and grasp objects; and/or

use manual dexterity or fine motor skills.

Job description specifications are intended to present an illustrative description of the range of duties, the scope of responsibility and the required level of knowledge, skills and abilities necessary to describe the primary functions of the job. Specifications are not intended to reflect all duties performed by the employees in each position assigned to the class. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload as required by business necessity.

For Employee/Internal Use Only:

I certify that I have read this job description and I am able to perform the essential functions as outlined with or

without a reasonable accommodation.

Employee Printed Name: _____

Signature: _____

Date: _____