



RECEIVED  
Human Resources Department

MAY 31 2023

TOWN OF LAKE PARK

## Town of Lake Park

### ANNUAL PERFORMANCE EVALUATION FORM

TOWN MANAGER

JOHN D'AGOSTINO

Each member of the Town Commission should complete this form, rating the Town Manager's performance in each of the areas noted below. The Manager's tasks are divided into five (5) categories and provide for the rating of each item in the category using the evaluation scale shown. Spaces are also provided for additional comments. *(Please do not complete in pencil.)*

Roger David Michaud

Evaluator's Name

EVALUATION PERIOD

5/1/2022 – 5/1/2023

### EVALUATION SCALE

|   |                      |                                                                                 |
|---|----------------------|---------------------------------------------------------------------------------|
| 5 | Outstanding          | Consistently achieves and exceeds all standards/objectives of work performance. |
| 4 | Very Effective       | Regularly meets and frequently exceeds standards of work performance.           |
| 3 | Effective            | Regularly meets standards of work performance.                                  |
| 2 | Marginally Effective | Often fails to meet standards of work performance.                              |
| 1 | Ineffective          | Clearly and consistently fails to meet standards of work performance.           |

## 1. MANAGEMENT STYLE/PROFESSIONAL SKILLS

- 4 Maintains open and informative communications with the Town Commission
- 4 Knowledgeable of current developments affecting the local government management field.
- 4 Effectively implements and enforces Town policies and procedures
- 4 Demonstrates a capacity for innovation and creativity
- 4 Anticipates problems and develops effective approaches for solving them.
- 4 Maintains a work atmosphere conducive to productivity and efficiency
- 5 Takes responsibility for staff actions.
- 4 Encourages department heads to make decisions within their own areas without the Town Manager's approval, yet maintains general control of operations
- 5 Motivates Town staff to work as a team and seek ways to be innovative and oriented toward effective problem solving
- 5 Properly controls the Town's operational and functional activities and motivates others to maximum performance
- 4 Effectively recruits professional staff

### COMMENTS:

John has maintain a thorough level of communication with me.  
He empowers his staff to use the best of their abilities to  
effectively get work done. John completely has staffs best interest.  
He recently inspired a recent hire that was brought to my attention.

## 2. FISCAL MANAGEMENT

- 4 Possesses knowledge of governmental accounting/budget procedures
- 4 Prepares a balanced budget to provide services at a level directed by the Town Commission
- 4 Strives to make the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- 4 Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting
- 4 Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the Town

- 4 Expenditures are made within budget limitations according to established policy

COMMENTS:

John in my tenure as a council member has shown to manage our budget effectively. Our town budget has always remain balanced with no indication of any deficits other than our marina and sanitation to which we are addressing this upcoming budget year.

**3. PERSONAL SKILLS/COMMUNICATIONS**

- 4 Willing to commit time necessary to complete required tasks  
4 Demonstrates high concern for ethical behavior  
4 Skillful in verbal communication  
3 Skillful in written communication  
4 Informs the Commission of current issues and administrative developments  
4 Encourages a positive attitude regarding the Town  
3 Receptive to constructive criticism and advice  
3 Manages stress effectively

COMMENTS:

John has a passion for what is believed to be the best course of action for the subject in question. Sometimes that passion can be skirt the lines of demeanor if outcomes are different but understands when these things are pointed out to him.

**4. RELATIONS WITH THE TOWN COMMISSION**

- 3 Works with the Commission to establish annual goals and objectives and provides regular reports. Provides regular reports to the Commission on the status of Commission directives.  
4 Carries out the directives of the Commission as a whole, rather than those of any one member  
4 Assists the Commission in establishing policy, while acknowledging the ultimate authority of the Commission to set policy  
4 Supports the action of the Commission after a decision has been reached, both inside and outside Town Hall  
4 Offers workable revisions to the Commission for changes in policy when an existing policy or ordinance is impractical.

COMMENTS:

John understands the relationship with the commission in terms of policy and follows directive to the best of his ability. He works with the commission in determining policy and respects the commission decision on final decision of policies.

**5. COMMUNITY RELATIONS**

- 4 Effectively addresses and accommodates citizen complaints
- 5 Shows a sensitivity to and appreciation of diversity of the Town's population
- 4 Responsive to issues of both commercial and residential populations
- 5 Takes a "hands-on" approach when necessary
- 5 Maintains an effective working relationship with other local governments
- 4 Takes a diplomatic approach to problem solving
- 5 Projects a positive image on behalf of the Town of Lake Park
- 4 Provides management support to Town Boards
- 4 Effectively informs residents of Town news through Town produced media. i.e. Newsletter.

COMMENTS:

I have heard nothing but positives from outside representatives that have worked with or interacted with John. John always creates a positive image of the town. He informs residents about town info through our town newsletter and social media platforms.

ADDITIONAL SUMMARY COMMENTS:

I value John as a leader and award him for all the positive movement this town has endured under his leadership. He has a staff that values him as their leader and does so in their work.

OVERALL RATING:

5 - Outstanding

4 - Very Effective

3 - Effective

2 - Marginally Effective

1 - Ineffective

Roger Michaud

Digitally signed by Roger  
Michaud  
Date: 2023.05.31 10:17:42  
-04'00'

5/31/2023

EVALUATOR'S SIGNATURE

DATE



RECEIVED  
Human Resources Department

MAY 24 2023

TOWN OF LAKE PARK

## Town of Lake Park

### ANNUAL PERFORMANCE EVALUATION FORM

TOWN MANAGER  
JOHN D'AGOSTINO

Each member of the Town Commission should complete this form, rating the Town Manager's performance in each of the areas noted below. The Manager's tasks are divided into five (5) categories and provide for the rating of each item in the category using the evaluation scale shown. Spaces are also provided for additional comments. *(Please do not complete in pencil.)*

Kim Glas-Castro

Evaluator's Name

EVALUATION PERIOD

5/1/2022 – 5/1/2023

#### EVALUATION SCALE

- |   |                      |                                                                                 |
|---|----------------------|---------------------------------------------------------------------------------|
| 5 | Outstanding          | Consistently achieves and exceeds all standards/objectives of work performance. |
| 4 | Very Effective       | Regularly meets and frequently exceeds standards of work performance.           |
| 3 | Effective            | Regularly meets standards of work performance.                                  |
| 2 | Marginally Effective | Often fails to meet standards of work performance.                              |
| 1 | Ineffective          | Clearly and consistently fails to meet standards of work performance.           |

## 1. MANAGEMENT STYLE/PROFESSIONAL SKILLS

- 4 Maintains open and informative communications with the Town Commission
- 4 Knowledgeable of current developments affecting the local government management field.
- 4 Effectively implements and enforces Town policies and procedures
- 4 Demonstrates a capacity for innovation and creativity
- 4 Anticipates problems and develops effective approaches for solving them.
- 4 Maintains a work atmosphere conducive to productivity and efficiency
- 4 Takes responsibility for staff actions.
- 4 Encourages department heads to make decisions within their own areas without the Town Manager's approval, yet maintains general control of operations
- 4 Motivates Town staff to work as a team and seek ways to be innovative and oriented toward effective problem solving
- 4 Properly controls the Town's operational and functional activities and motivates others to maximum performance
- 4 Effectively recruits professional staff

### COMMENTS:

John has done better this year discussing potential approaches to an issue or new focus area before staff takes action, which may be counter to Commission consensus

## 2. FISCAL MANAGEMENT

- 4 Possesses knowledge of governmental accounting/budget procedures
- 4 Prepares a balanced budget to provide services at a level directed by the Town Commission
- 4 Strives to make the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- 4 Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting
- 4 Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the Town

- 4 Expenditures are made within budget limitations according to established policy

COMMENTS:

John is fiscally conservative, but  
finds means to fund or undertake  
activities per Commission direction

### 3. PERSONAL SKILLS/COMMUNICATIONS

- 4 Willing to commit time necessary to complete required tasks  
4 Demonstrates high concern for ethical behavior  
4 Skillful in verbal communication  
4 Skillful in written communication  
4 Informs the Commission of current issues and administrative developments  
4 Encourages a positive attitude regarding the Town  
4 Receptive to constructive criticism and advice  
4 Manages stress effectively

COMMENTS:

John has done a better job this year  
verbally communicating with the Commission  
rather than relying on emails, which  
are not always effective communication

### 4. RELATIONS WITH THE TOWN COMMISSION

- 4 Works with the Commission to establish annual goals and objectives and provides regular reports. Provides regular reports to the Commission on the status of Commission directives.  
4 Carries out the directives of the Commission as a whole, rather than those of any one member  
4 Assists the Commission in establishing policy, while acknowledging the ultimate authority of the Commission to set policy  
4 Supports the action of the Commission after a decision has been reached, both inside and outside Town Hall  
4 Offers workable revisions to the Commission for changes in policy when an existing policy or ordinance is impractical.

## Additional Comments:

— John should ensure that staff is aware of legislative changes (there are several means via League of Cities, APA Florida, 1000 Friends of FL or the Town Lobbyists) so that they are not illegally enforcing codes that are rendered void by the legislature — staff was embarrassingly late learning about changes to food trucks & front-yard gardens pre-emptions.

— John & staff need to hold more meaningful discussions with the Town Attorneys. Agenda items are moved forward without full vetting. (Ocena offer agreement, food truck ARF).

COMMENTS:

John's Communication with and interaction with the Commission has been positive this year

5. COMMUNITY RELATIONS

- 3 Effectively addresses and accommodates citizen complaints
- 4 Shows a sensitivity to and appreciation of diversity of the Town's population
- 3 Responsive to issues of both commercial and residential populations
- 4 Takes a "hands-on" approach when necessary
- 5 Maintains an effective working relationship with other local governments
- 4 Takes a diplomatic approach to problem solving
- 5 Projects a positive image on behalf of the Town of Lake Park
- 4 Provides management support to Town Boards
- 4 Effectively informs residents of Town news through Town produced media. i.e. Newsletter.

COMMENTS:

Direct mailings to residents & stakeholders has provided better information & opportunities to learn more about Town programs & studies. John is an excellent ambassador for the Town.

ADDITIONAL SUMMARY COMMENTS:

I have heard, but have not personally witnessed, about John losing his temper & displaying unprofessional behavior towards certain potential investors/developers, with complaints about favoritism towards certain businesses/developments.

OVERALL RATING:

- 5 - Outstanding
- 4 - Very Effective
- 3 - Effective

- 2 - Marginally Effective
- 1 - Ineffective

  
EVALUATOR'S SIGNATURE

5-20-23  
DATE

RECEIVED  
Human Resources Department

MAY 24 2023

TOWN OF LAKE PARK



**Town of Lake Park**  
**ANNUAL PERFORMANCE EVALUATION FORM**  
**TOWN MANAGER**  
**JOHN D'AGOSTINO**

Each member of the Town Commission should complete this form, rating the Town Manager's performance in each of the areas noted below. The Manager's tasks are divided into five (5) categories and provide for the rating of each item in the category using the evaluation scale shown. Spaces are also provided for additional comments. *(Please do not complete in pencil.)*

John L Linden

Evaluator 's Name

EVALUATION PERIOD

5/1/2022 – 5/1/2023

**EVALUATION SCALE**

- |   |                      |                                                                                 |
|---|----------------------|---------------------------------------------------------------------------------|
| 5 | Outstanding          | Consistently achieves and exceeds all standards/objectives of work performance. |
| 4 | Very Effective       | Regularly meets and frequently exceeds standards of work performance.           |
| 3 | Effective            | Regularly meets standards of work performance.                                  |
| 2 | Marginally Effective | Often fails to meet standards of work performance.                              |
| 1 | Ineffective          | Clearly and consistently fails to meet standards of work performance.           |

## 1. MANAGEMENT STYLE/PROFESSIONAL SKILLS

- 3 Maintains open and informative communications with the Town Commission
- 3 Knowledgeable of current developments affecting the local government management field.
- 3 Effectively implements and enforces Town policies and procedures
- 3 Demonstrates a capacity for innovation and creativity
- 2 Anticipates problems and develops effective approaches for solving them.
- 3 Maintains a work atmosphere conducive to productivity and efficiency
- 3 Takes responsibility for staff actions.
- 2 Encourages department heads to make decisions within their own areas without the Town Manager's approval, yet maintains general control of operations
- 3 Motivates Town staff to work as a team and seek ways to be innovative and oriented toward effective problem solving
- 2 Properly controls the Town's operational and functional activities and motivates others to maximum performance
- 3 Effectively recruits professional staff

### COMMENTS:

(2.73) His management style appears to be controlling and dictatorial. it appears to me his Staff cannot make decisions without first going through him. From my perspective he does not motivate his staff he does not give them the freedom of creativity.

## 2. FISCAL MANAGEMENT

- 3 Possesses knowledge of governmental accounting/budget procedures
- 3 Prepares a balanced budget to provide services at a level directed by the Town Commission
- 3 Strives to make the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- 3 Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting
- 2 Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the Town

- 3 Expenditures are made within budget limitations according to established policy

COMMENTS:

( 2.83) My observation: While items have to go out for bid, the best price is not always obtained.

---

---

---

**3. PERSONAL SKILLS/COMMUNICATIONS**

- 3 Willing to commit time necessary to complete required tasks
- 2 Demonstrates high concern for ethical behavior
- 2 Skillful in verbal communication
- 2 Skillful in written communication
- 2 Informs the Commission of current issues and administrative developments
- 3 Encourages a positive attitude regarding the Town
- 2 Receptive to constructive criticism and advice
- 3 Manages stress effectively

COMMENTS:

(2.37) Forced Staff to break the rules to accomodate a request of the previous Mayor. He will write a nasty/sarcastic letter to someone that does not agree with him, example, the Town Attorney, our lobbisist, even a commissioner (me). (\*3a)(\*3b)

---

---

**4. RELATIONS WITH THE TOWN COMMISSION**

- 3 Works with the Commission to establish annual goals and objectives and provides regular reports. Provides regular reports to the Commission on the status of Commission directives.
- 2 Carries out the directives of the Commission as a whole, rather than those of any one member
- 2 Assists the Commission in establishing policy, while acknowledging the ultimate authority of the Commission to set policy
- 3 Supports the action of the Commission after a decision has been reached, both inside and outside Town Hall
- 3 Offers workable revisions to the Commission for changes in policy when an existing policy or ordinance is impractical.

COMMENTS:

(2.6) Working with the previous Mayor he broke the rules of the Town, by forcing his staff to break them, to accomodate the Mayor's request for foreign money. His attitude periodically is, that the commissioners work for him, not the other way around.

**5. COMMUNITY RELATIONS**

- 3 Effectively addresses and accommodates citizen complaints
- 3 Shows a sensitivity to and appreciation of diversity of the Town's population
- 3 Responsive to issues of both commercial and residential populations
- 3 Takes a "hands-on" approach when necessary
- 3 Maintains an effective working relationship with other local governments
- 2 Takes a diplomatic approach to problem solving
- 2 Projects a positive image on behalf of the Town of Lake Park
- 2 Provides management support to Town Boards
- 3 Effectively informs residents of Town news through Town produced media. i.e. Newsletter.

COMMENTS:

(2.66) He is reluctant to ask for assistance, it must be done his way. OK in person, on calls and written correspondence there are times he does not reflect a positive image of the Town. Staff takes his direction when interacting with various Boards.

ADDITIONAL SUMMARY COMMENTS:

(\*3a) He is very slow to update on developments in the town; hear it second hand over a zoom call. (\*3b) reluctant to accept criticism, or take advice. Comes across as it has to be his idea.

OVERALL RATING:

2.5

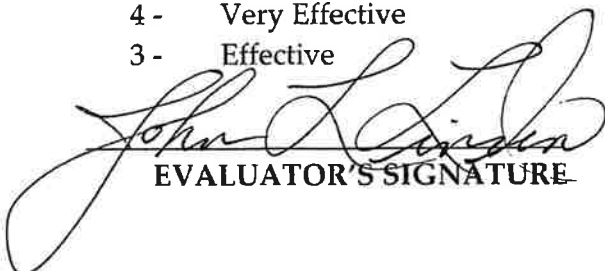
5 - Outstanding

4 - Very Effective

3 - Effective

2 - Marginally Effective

1 - Ineffective

  
EVALUATOR'S SIGNATURE

5/23/2023  
DATE

MAY 22 2023

TOWN OF LAKE PARK



# Town of Lake Park

## ANNUAL PERFORMANCE EVALUATION FORM

TOWN MANAGER  
JOHN D'AGOSTINO

Each member of the Town Commission should complete this form, rating the Town Manager's performance in each of the areas noted below. The Manager's tasks are divided into five (5) categories and provide for the rating of each item in the category using the evaluation scale shown. Spaces are also provided for additional comments. *(Please do not complete in pencil.)*

Mary Taylor

Evaluator's Name

EVALUATION PERIOD

5/1/2022 – 5/1/2023

### EVALUATION SCALE

|   |                      |                                                                                 |
|---|----------------------|---------------------------------------------------------------------------------|
| 5 | Outstanding          | Consistently achieves and exceeds all standards/objectives of work performance. |
| 4 | Very Effective       | Regularly meets and frequently exceeds standards of work performance.           |
| 3 | Effective            | Regularly meets standards of work performance.                                  |
| 2 | Marginally Effective | Often fails to meet standards of work performance.                              |
| 1 | Ineffective          | Clearly and consistently fails to meet standards of work performance.           |

## 1. MANAGEMENT STYLE/PROFESSIONAL SKILLS

- 4 Maintains open and informative communications with the Town Commission
- 3 Knowledgeable of current developments affecting the local government management field.
- 3 Effectively implements and enforces Town policies and procedures
- 4 Demonstrates a capacity for innovation and creativity
- 3 Anticipates problems and develops effective approaches for solving them.
- 3 Maintains a work atmosphere conducive to productivity and efficiency
- 4 Takes responsibility for staff actions.
- 4 Encourages department heads to make decisions within their own areas without the Town Manager's approval, yet maintains general control of operations
- 4 Motivates Town staff to work as a team and seek ways to be innovative and oriented toward effective problem solving
- 3 Properly controls the Town's operational and functional activities and motivates others to maximum performance
- 3 Effectively recruits professional staff

### COMMENTS:

John D'Agostino, is available to meet and answer questions without hesitation. Town hall administration office is a pleasure to visit, because of the personnel on the second floor, indicating a harmonious work environment.

## 2. FISCAL MANAGEMENT

- 5 Possesses knowledge of governmental accounting/budget procedures
- 3 Prepares a balanced budget to provide services at a level directed by the Town Commission
- 2 Strives to make the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- 3 Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting
- 3 Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the Town

- 3 Expenditures are made within budget limitations according to established policy

COMMENTS:

I do not support all the recommended decisions presented to the commission because I did not have adequate background information required to approve a million dollar grant to one individual entity

### 3. PERSONAL SKILLS/COMMUNICATIONS

- 3 Willing to commit time necessary to complete required tasks  
2 Demonstrates high concern for ethical behavior  
4 Skillful in verbal communication  
4 Skillful in written communication  
3 Informs the Commission of current issues and administrative developments  
4 Encourages a positive attitude regarding the Town  
2 Receptive to constructive criticism and advice  
4 Manages stress effectively

COMMENTS:

I believe the \$75,000 donation from King Solomon relief fund was unethical, but not refuted by the town manager.

### 4. RELATIONS WITH THE TOWN COMMISSION

- 2 Works with the Commission to establish annual goals and objectives and provides regular reports. Provides regular reports to the Commission on the status of Commission directives.  
3 Carries out the directives of the Commission as a whole, rather than those of any one member  
3 Assists the Commission in establishing policy, while acknowledging the ultimate authority of the Commission to set policy  
3 Supports the action of the Commission after a decision has been reached, both inside and outside Town Hall  
3 Offers workable revisions to the Commission for changes in policy when an existing policy or ordinance is impractical.

COMMENTS:

Request for priority lists of goals and objectives have not been  
provided as well as requests for updates on safety issues such as  
traffic control.!

**5. COMMUNITY RELATIONS**

- 3 Effectively addresses and accommodates citizen complaints
- 3 Shows a sensitivity to and appreciation of diversity of the Town's population
- 3 Responsive to issues of both commercial and residential **populations**
- 3 Takes a "hands-on" approach when necessary
- 3 Maintains an effective working relationship with other local governments
- 3 Takes a diplomatic approach to problem solving
- 3 Projects a positive image on behalf of the Town of Lake Park
- 3 Provides management support to Town Boards
- 3 Effectively informs residents of Town news through Town produced media. i.e. Newsletter.

COMMENTS:

A positive attitude toward citizens and those that have different or  
opposing views would be a worthwhile goal.

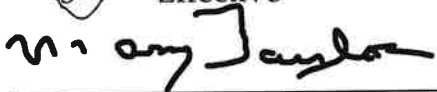
ADDITIONAL SUMMARY COMMENTS:

This evaluation is a product of a teacher, I admit I would give  
myself an overall 3 rating. Being a informed commissioner in order  
to better serve my community is my goal.

OVERALL RATING:

- 5 - Outstanding
- 4 - Very Effective
- 3 - Effective

- 2 - Marginally Effective
- 1 - Ineffective



EVALUATOR'S SIGNATURE

05/21/23

DATE

## TOWN MANAGER

**JOB CODE:** 100  
**DEPARTMENT:** TOWN MANAGER

### CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Town Commission, serve as the Chief Administrative Officer of the Town by directing and supervising the administration of all departments, and by implementing policy established by the Town Commission. Work is reviewed through periodic evaluations by the Town Commission. Performs such other duties as may be required by the Town Commission not inconsistent with the Town Charter, State law or applicable Ordinances. This is an exempt position.

### EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Appoints, hires, disciplines and removes all employees and department heads of the Town in accordance with the Town established employee policies and procedures.
2. Provides staffing for the appointed boards, committees, and agencies of the Town, as necessary or directed by the Town Commission.
3. Prepares and submits to the Town Commission a monthly report. Also, directs all department heads to file monthly reports with the Office of Town Manager, which shall collect and forward these reports to the Town Commission without correction or modification.
4. Prepares, with the assistance of the Finance Director an annual budget and presents the same to the Town Commission with a message describing the important features, and is responsible for the administration of such budget after adoption.
5. Prepares and submits to the Town Commission at the end of each fiscal year a complete report on the preceding year's finances and administrative activities, which report shall include an annual audit for the preceding fiscal year prepared by an independent auditor retained by the Town Commission.
6. Keeps the Town Commission advised of the financial condition and future needs of the Town, and make such recommendations as may be desirable on a timely basis. The Town Manager is encouraged to actively seek out potential grant monies that may be available to support Town projects.

*Approved on  
6/20/12  
to Resolution 14-06-12.*

7. Recommends to the Town Commission a standard schedule of pay for all Town positions, including minimum and maximum rates of pay.
8. Organizes, reorganizes, consolidates, combines or abolishes positions, offices, department divisions or departments of the Town only with the approval of the Town Commission.
9. Recommends in consultation with the Town Attorney appropriate action with respect to negotiation, approval and/or rejection of labor agreements with public employee organizations acting on policy directives provided by the Commission in proper sessions.
10. Recommends to the Town Commission the adoption of such Ordinances and policies as may be necessary or expedient for the health, safety or welfare of the community, or for the improvement of administrative services.
11. Attends meetings of the Town Commission, Town committees and boards, and other Town meetings, as the Town Manager deems necessary, or as directed by the Town Commission. At such meetings, the Town Manager shall have the right to take part in the discussion, but without a vote.
12. Serves as purchasing agent for the Town, responsible for overseeing the purchase of equipment and supplies pursuant to Town policy.
13. Provides staff support services for the Mayor and Commission members which shall be limited to those necessary in support of Town activities.
14. In consultation with the Town Attorney, enforces the Town's laws and Ordinances.
15. Investigates the affairs of the Town, or complaints regarding any department or division; investigates all complaints in relation to matters concerning administration; investigates complaints regarding service maintained by public utilities; and, sees that all terms and conditions imposed in favor of the Town in any franchise, contract or agreement are faithfully observed.
16. Devotes all working time to the discharge of official duties.

#### **REQUIREMENTS:**

##### **A. Education and Experience:**

Bachelor's degree in Public Administration or a closely related field from an accredited college or university and at least five (5) years of experience as a full-time employee in Public Administration at the administrative level. Must possess a valid Florida driver's license.

**B. Knowledge, Skills and Abilities:**

- Knowledge of the organization, functions of a municipal government
- Knowledge of budgetary development, administration and control
- Knowledge of local Codes, Ordinances and regulations
- Ability to plan and coordinate complex administrative activities
- Ability to formulate plans, budgets and related policy papers, synthesizing information from a variety of sources
- Ability to delegate authority and responsibility appropriately
- Ability to communicate effectively both orally and in writing
- Ability to follow complex oral and written instructions
- Ability to work effectively with the Town Commission, the general public and Town staff

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee will be required to use hands to manipulate, handle, feel or operate objects or controls and reach with hands and arms. The employee is occasionally required to climb, stand or balance, stoop, kneel or crouch. Task may involve extended periods of time at the computer keyboard. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Extensive close work, and extensive PC monitor work are required.

**ENVIRONMENTAL REQUIREMENTS:**

Tasks performed without exposure to adverse environmental conditions (dirt, cold, rain, fumes).

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide

occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.