



Town of Southwest Ranches Job Description

Title: **Deputy Town Administrator**
Department: Executive
FLSA Status: Exempt
Reports to: Town Administrator

General Description:

Under the guidance and direction of the Town Administrator, the Deputy Town Administrator is a Managerial and Essential Personnel position. The duties for this position reflect the myriad responsibilities and challenges in the Town's unique environment. The Deputy Town Administrator is responsible for the organization, supervision, and coordination of a wide variety of municipal activities and provide assistance and services to Town Officials and Departments, as well as the general public. Duties include providing support to the Town Administrator in the daily operations of the Town to help facilitate the completion of the Town's mission. The scope and responsibilities of this position are normally defined by legal requirements and uses considerable independence within these limits to provide a high level of administrative, lawful, effective, and efficient management of all functions of the Executive Department and all Town Departments in coordination with and at the direction of the Town Administrator in accordance with the Town's Charter, State Statues, and Federal regulations.

Essential Functions:

1. Represents the Town Administrator in resolving problems and conflicts within Town government establishing sound management practices; acts as liaison between Town Administrator's Office and Town departments.
2. Serves as the Acting Town Administrator in absence of the Town Administrator.
3. Information Technology Liaison – includes close coordination with external IT service provider for the efficient operation of current hardware and software.
4. Management and oversight of the contract for building department services, and coordination of effort with Engineering, Zoning, and when needed Planning providers.
5. Management and oversight of the Public Safety Services contract.
6. Strategic Planning Facilitator – ensures the strategic performance measures are being reported. Responsible for annual strategic plan report and future revisions to plan.
7. Assists the Town Administrator and Town Financial Administrator on Town budget preparation and presentation.
8. Attends all meetings of the Town Council and Advisory Boards as



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directed by the Town Administrator.

9. Writes, edits, drafts, or coordinates the preparation of budget, resolutions, ordinances, reports, general correspondence or other printed materials; researches content items for precedents, correctness of presentation and applicability.
10. Assists with the preparation of and monitors the Executive Department budget. Manages expenses effectively; protects assets by monitoring and enforcing internal controls.
11. Trains, develops, and appraises staff effectively.
12. Directs and coordinates staff assignments on a daily basis.
13. Develops and implements Town policies and procedures to improve the efficiency and professionalism of Town departments, and trains staff on the policies.
14. Ensures compliance with federal, state, and local legal requirements by researching existing and new legislation. Advises Town Council and Town Administrator of actions and potential risks.
15. Keeps up-to-date on information and technology affecting functional area to increase innovation and ensure compliance.
16. Performs other duties as assigned or required by the Town Administrator and/or Town Council.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

Minimum Qualifications:

- A. Education and Experience:
Bachelor's degree in public or business administration or related field required. Master's Degree strongly preferred. Minimum five (5) years' experience, including at least three (3) years of supervisory or management experience, in progressively responsible administrative work in a municipal government required; State of Florida experience preferred. Proficiency in the Microsoft Office suite of software required. A comparable amount of training, education, or experience may be substituted for the minimum qualifications.
- B. Advisory Board Liaison:
As directed by the Town Administrator.
- C. Certifications:
ICS certifications in accordance with Emergency Management position and the Town's NIMS requirements. (within one (1) year of hire date)
Professional certification from the International Town County Managers Association (ICMA) is preferred, but not required.
Must possess a valid Driver's License with an acceptable driving record.



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D. Knowledge, Skills, and Abilities:

- Must possess excellent oral and written communication skills in English. Ability to communicate in Spanish is a plus. Excellent interpersonal skills and customer service experience.
- Must have knowledge of, or the ability to quickly learn the ordinances, policies and procedures of the Town.
- Knowledge of modern management practices and principles.
- Knowledge of modern municipal administrative methods, procedures, organizations and functions.
- Knowledge of current social, political and economic trends and operating problems of municipal government.
- Knowledge of applicable federal and state laws, rules and regulations regarding local government operations.
- Knowledge of principles of effective public relations and interrelationships with community groups and agencies.
- Knowledge of Public Administration principles, with particular reference to municipal administration, including basic principles of organization, management, and budget preparation.
- Ability to meet and deal with the public in an effective, courteous, and professional manner.
- Ability to make oral presentations before a large group of people.
- Ability to deal with confidential and sensitive matters.
- Ability to analyze a variety of administrative problems and make sound policy and procedural recommendations.
- Ability to provide effective leadership and develop and maintain effective working relationships with Town officials, employees, special interests groups and the general public.
- Ability to serve the public and fellow employees with honesty and integrity in accordance with the Town's Ethics and Conflict of Interest policies.
- Establish and maintain effective working relationships with the general public, coworkers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, color, religion, age, gender, ethnicity, disability, sexual orientation, marital status or political affiliation.

Essential Physical Skills:

Acceptable eyesight, hearing (with/without correction), ability to communicate (orally and in writing), reaching, pulling, pushing, walking, standing, sitting, kneeling, and bending.



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Environmental Conditions:

Works primarily in an office environment.

Key Competencies:

Integrity, initiative, judgment, attention to detail, interpersonal skills, communication (oral and written). Work is performed under general supervision of the Town Administrator and is reviewed through reports, periodic internal and external audits, conferences, and an annual performance appraisal review.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)



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Employee Signature and Date:

I, _____, Acknowledge Review of This Job Description.
(Employee's Name - PRINT Name)

_____ Date: _____
Employee's Signature

_____ Date: _____
Supervisor's Signature