

RESOLUTION 26-2013

A RESOLUTION OF THE TOWN OF MALABAR, BREVARD COUNTY, FLORIDA, PROVIDING FOR ADOPTION OF THE ROLES AND RESPONSIBILITIES OF THE TOWN ADMINISTRATOR AND THE TOWN CLERK; PROVIDING FOR REPEAL OF RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT HERewith; PROVIDING AN EFFECTIVE DATE.

WHEREAS, Malabar Town Council has a desire to formally approve the job duties and responsibilities for the Town Administrator and the Town Clerk; and

WHEREAS, Malabar Town Council desires to reference the Town Charter, Town Code, the Administrator's contract and the respective job descriptions (attached) in reference to these duties.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MALABAR, BREVARD COUNTY, FLORIDA, that:

Section 1. The Town Council of Malabar, Brevard County, Florida, hereby approves of the Town Administrator's role and responsibilities as outlined in Chapter 2, Section 2-300 of the Malabar Code and referenced in the contract between the Town Council and the Administrator and further detailed in the attached job description.

Section 2. The Town Council of Malabar, Brevard County, Florida, hereby approves of the Town Clerk's role and responsibilities as outlined in the Malabar Charter and specifically detailed in the attached job description.

Section 3. This resolution shall take effect immediately upon its adoption
This Resolution was moved for adoption by Council Member Abare. This motion was seconded by Council Member McKnight and, upon being put to vote, the vote was as follows:

Council Member Jim Milucky
Council Member Wayne Abare
Council Member Steven (Steve) Rivet
Council Member Jeffrey (Jeff) McKnight
Council Member Marisa Acquaviva

Aye
Aye
Aye
Aye
Excused

This Resolution was then declared to be duly passed and adopted this 16th day of September, 2013.

TOWN OF MALABAR

By:

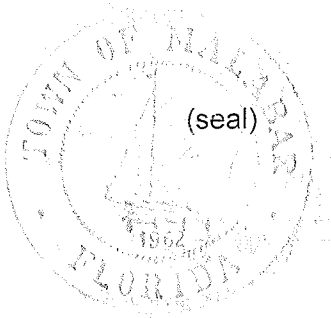
Carl A. Beatty
Mayor Carl A. Beatty

ATTEST:

Debby K. Franklin
Debby K. Franklin, C.M.C.
Town Clerk/Treasurer

Approved as to Form and Content:

Karl W. Bohne, Jr.
Karl W. Bohne, Jr.,
Town Attorney



TOWN OF MALABAR
Town Administrator Job Description

The Town Administrator is responsible to the council for the administration of all Town affairs placed in the administrator's charge by or under the Town Charter and Code. As such, the Town Administrator is responsible for the management, direction and administration of all departments of the Town Government. The Town Administrator shall hold office at the will of the Town Council and shall be entitled to such reasonable compensation for services as the Town Council may determine.

SPECIFIC DUTIES & RESPONSIBILITIES:

ESSENTIAL JOB FUNCTIONS

To direct and supervise the administration of all Town offices, departments and agencies of the Town which under the legislative direction of the Town Council.

To transmit all policies, orders, resolutions, and regulations of the Town Council to those concerned thereby; to oversee the faithful execution thereof; and from time to time to report to the Town Council as to the operation thereof.

To make plans for all meetings of the Town Council, including the preparation of an agenda, in conjunction with the Town Clerk's Office, and to attend all meetings, regular and special, of the Town Council unless excused. He/She shall, from time to time, recommend to the Town Council such measures for adoption as shall be deemed desirable in carrying out the administration, improvement and efficiency of the Town, and will ordinarily be expected to participate in all discussions and to present views on all matters coming before the Council.

The Town Administrator shall insure that processes are instituted to provide Council with the future service needs of the Town.

The Town Administrator shall keep the Town Council informed, as needed, of the operations of all departments, and agencies of the Town Government which the Council has the authority to control, and to make reports to the Council from time to time upon the affairs of the Town and to keep them fully advised as to the financial condition of the Town and its future financial needs.

The Town Administrator is responsible for appointing all Department Heads and for reporting such appointments to the Town Council except those appointed by the Town Council.

The Town Administrator is the point of responsibility for the Town budget and shall represent the Town Council in conferring with all departments and agencies of the Town Government in the evaluation of their operating and capital outlay needs before appropriations and annual budget requests are submitted to the Council, and shall make such recommendations concerning the appropriations of funds as may be deemed desirable and appropriate.

The Town Administrator shall insure the proper coordination of responsibilities and duties of departments of the Town Government.

The Town Administrator may prepare and recommend policies for adoption by the Town Council when in his/her opinion the inauguration and development of such policies would tend to promote efficiency and economy in the Town Government or would accomplish the attainment of a goal established by Town Council.

The Town Administrator shall institute or maintain, or cause to be administered, a purchasing system commensurate with the Statutes of Florida and accepted business practices.

The Town Administrator shall act as the information center of Town government in and before the general public, providing information to the public, civic groups, homeowners associations, etc., regarding Town programs, services, needs, etc.

ADDITIONAL JOB FUNCTIONS

The Town Administrator shall perform such other duties as may be assigned by the Town Council.

The listed duties are only illustrative and are not intended to describe every function that may be performed by this job class. The omission of specific statements does not preclude management from assigning specific

TOWN OF MALABAR
Town Administrator Job Description

duties not listed if such duties are a logical assignment to the position.

EMERGENCY DECLARATION STATUS:

Essential Employees may be required to work during an undeclared emergency and/or declared emergency. On an incident by incident basis, the employee's Department Head will make the determination as to who will be required to work.

MINIMUM TRAINING & EXPERIENCE:

Graduation from an accredited college or university with a bachelor's degree in public administration, business administration or a related field, and 9 to 12 years of senior management experience in the administration and management of municipal programs and personnel; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Must possess a valid Florida's Driver's License and have an acceptable driving record and maintain an acceptable driving record.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

Physical Requirements: Must be able to concentrate on work related subjects for 10+ hours per day and to manage several unrelated problems. Must be physically able to operate a variety of office machinery and equipment including a computer, typewriter, copier, printer, facsimile machine, calculator, etc. Must be physically able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time.

Data Conception: Requires the ability to compare and or judge readily observable functional/ structural/composite characteristics (similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates and assistants. Must be able to effectively communicate with individuals experiencing high degrees of stress.

Language Ability: Requires the ability to read literature, various types of reports, governmental records and studies and legal documents. Requires the ability to prepare governmental reports and technical studies with the proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables. Must be able to synthesize two or more concepts into one logical program.

Verbal Aptitude: Requires the ability to record and deliver information and to follow and give verbal and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including accounting, legal, engineering and governmental terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; adding and subtracting totals; multiplying and dividing; determining percentages and decimals; and utilizing basic systems of algebra and geometry. Has the ability to use the practical application of fractions, percentages, ratio and proportion, practical algebra, and geometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, visually with office equipment and recording devices.

Motor Coordination: Requires the ability to coordinate hands and eyes in using automated office equipment; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate colors and shades of color.

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Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS:

Knowledge of Job: Has thorough knowledge of the principles and practices of business or public administration as applied to municipal government. Has thorough knowledge of municipal government organization and functions. Has thorough knowledge of modern practices and principles of accounting and budgeting as applied to municipal government. Has considerable knowledge of the current literature, trends and developments in the field of municipal administration. Has considerable knowledge of the principles of organization and administration. Must have thorough knowledge of strategic planning and human resources administration. Has considerable knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations. Has general knowledge of standard research techniques, methods and procedures. Is able to make administrative decisions independently and in accordance with established laws, regulations and Town policies and procedures. Is able to plan, direct and coordinate the work of other employees. Is able to work independently and to apply knowledge to a variety of situations. Is able to analyze complex organizational and administrative problems and to formulate, develop and present recommendations for their solution. Is able to coordinate programs and activities. Is able to effectively express ideas orally and in writing. Is able to make oral presentations before large groups of people. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts within departments, and with co workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Excellent attendance and adheres to Town policies and procedures regarding absences and tardiness.

Initiative and Enthusiasm: Maintains an enthusiastic, self reliant and self starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment. Provides appropriate and timely information to Council and understands what actions require policy enactment.

Cooperation: Oversees department goals and objectives and assists subordinates in their meeting their goals and objectives. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons within the Town.

Relationships with Others: Shares knowledge with managers, staff and Town Council, to benefit Town operations. Ensures high morale among all employees. Ensures that cooperative and courteous relationships are formulated and maintained between staff and their department employees and with the general public so as to maintain good will toward the Town and to project a good organizational image. Tactfully and effectively handles requests, suggestions and complaints from departments and persons in order to maintain good will within the Town. Interacts and ensures staff interaction is effective between fellow employees and the general public.

TOWN OF MALABAR

Town Administrator Job Description

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time management methodology. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Presides over and/or attends meetings, planning sessions and discussions. Implements work activity in accordance with priorities and estimated schedules. Maintain a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of Town operations. Knows and understands the expectations of the Town and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of assigned projects and Town operations. Within the constraints of Town policy, formulates the appropriate strategy and tactics for achieving objectives. Oversees departments in organizing, arranging and allocating manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the Town. Insures the Town uses modern principles of strategic planning to assist Town Council in setting policy strategies.

Organizing: Organizes work well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all Town and department matters affecting them and/or of concern to them.

Staffing: Works with the Town Council and with department officials in determining staffing requirements with respect to both technical and philosophical needs to meet goals and objectives of Town operations.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Exercises enthusiasm in influencing and guiding others toward the achievement of Town goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Assists in auditing and controlling manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of Town standards, methods and procedures.

Delegating: Assigns duties as necessary and/or appropriate in order to meet operational goals. Has confidence in staff to meet new or additional expectations. Delegates authority with responsibility.

Decision Making: Uses discretion and judgment in developing and recommending courses of action affecting the organization. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and recommend alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the organization. Employs imagination and creativity in the application of duties and responsibilities. Recommends changes in policy, programs and services to Town Council.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff. Institutes participatory management programs throughout the Town and develops mechanisms to ensure adequate information is provided to employees.

Policy Implementation: Has a clear and comprehensive understanding of Town policies regarding Town functions. Adheres to those policies in the discharge of duties and responsibilities.

Policy Formulation: Ensures compliance and recommends changes in operating philosophies and policies of the Town and continually reviews policies in order to ensure that any changes in Town philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices, and morale and performance. Works to see that established policies enhance same. Insures that Town Council receives timely information and recommendations for policy enactment.

JOB DESCRIPTION – MALABAR TOWN CLERK/TREASURER

A Charter Officer of the Town, appointed by and responsible to the Town Council. Receives policy direction from the Town Council. As a member of the Town's Senior Management, is responsible for all activities related to the Town Council, Records Management, Legislative Actions, Supervising Elections, and all Accounting and Financial Management Functions.

Essential Duties & Responsibilities- The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive. Further description of details follows this section.

- I. Develop, plan and implement Department Goals and Objectives; establish and administer policies and procedures.
- II. Responsible for all accounting and financial management functions of the Town, including investments and banking.
- III. Responsible for payroll.
- IV. Assists in preparation of the Annual Financial Budget with the Town Administrator.
- V. Reviews monthly and quarterly financial assessments of Annual Budget.
- VI. Prepares for and assists with the independent audit on an annual basis.
- VII. Oversees all grant functions, applications, reporting and close-outs.
- VIII. Responsible for all Accounts Receivable funds and accounting and oversees Accounts Payable.
- IX. Exercises direct supervision over assigned management, supervisory, technical and clerical personnel.
- X. Supervises staff within the Clerk's Office.
- XI. Attests all contracts, bonds and other instruments as may be prescribed by law.
- XII. Assists with the information technology (IT) functions of the Town.

General:

- A. Must be able to head and organize special projects independently and comply with all local, state, and federal requirements.
- B. Responsible for all work done by deputy clerk and secretary positions for completeness and accuracy. Overviews work done by other staff.
- C. Must learn and thoroughly understand all in-house proprietary software.

Finances:

1. Responsible for managing and understanding all facets of Town finances including: general ledger, accounts payable, revenues (tax and other), accounts receivable, payroll, building permits, ~~utility billing~~, local, state, and federal grants, code enforcement fines, liens, loans, bonds, millage (TRIM), budgets for all departments, and non-ad valorem assessments.
2. Responsible for maintaining proper time table for TRIM (Truth In Millage), must file all documents in a timely manner and follow appropriate advertising requirements. Responsible for proper execution of procedure in relation to non-ad valorem assessment(s).
3. Responsible for the collection and security of Town monies and receipts. Verifies, reviews, and counter-signs accounts payable checks. Custodian of petty cash drawer.
4. Responsible for transmitting all financial information to accountant monthly and

- reviewing the general ledger that is prepared.
5. Plans and organizes investments and cash management programs.
 6. Preparation of Department budget and forecasting financial needs to cover liabilities.
 7. Prepares pre-audit papers, assists auditors with yearly audit.
 8. Prepares monthly, quarterly, and yearly reports for various local, state, and federal agencies. Files all reports in a timely manner.
 9. Supervises and verifies payroll. Counter-signs checks, distributes payroll, and meets payroll tax deposit requirements. Prepares payroll reports including quarterly state and federal payroll reports.
 10. Responsible for monthly reporting and submitting FRS retirement payments in a timely manner.
 11. Supervises and verifies grant disbursements and grant reimbursement requests.
 12. Keep abreast of changing laws that directly, or indirectly, affect the Town.

Clerk:

13. Serves as Clerk to the Town Council. Responds to Council direction in a timely manner. Attends Council meetings and workshops or assigns subordinate to act as a clerk. Reports Council actions to staff.
14. Prepares preliminary and final Council agendas and collects appropriate material for Council packets. Copies final packets and prepares packets for distribution.
15. Prepares proclamations and certificates of appreciation
16. Oversees the road improvement process; accepted street list and road payback files
17. Supervises the maintenance of all official records, minutes, resolutions, and ordinances. Supervises operation of records retention, archives, and microfilming.
18. Writes and/or prepares ordinances and resolutions according to protocol.
19. Oversees procedures for codification of Town ordinances and Town Charter. Reviews all supplements after codification and prior to distribution, for accuracy and correctness.
20. Prepares and publishes all legal notices as required by law.
21. Attests to and/or supervises the recording of all official documents.
22. Verifies all travel requests for attendance at conferences, seminars, etc for employees, management and Council.
23. Oversees membership status of boards and committees to ensure compliance with code; processes vacancies and applications.
24. Responsible for bi-annual SCLC dinner in January when Malabar is host
25. Does research and preparation of correspondence/responses for Town Council as requested and/or needed.
26. Responsible for various duties including scheduling monthly meetings, publishing monthly calendar, running errands, supervision of community service workers and volunteers working in the Clerk's Department.
27. Signs and reviews Business Tax Receipts; sends out renewals and keeps monthly reports on active BTRs.
28. Custodian of Town Seal.
29. Attests and signs agreements and documents.
30. Answer phone and route calls, respond to calls as necessary.
31. Editor for the Mail Boat newsletter.
32. Administers Florida State Retirement program and other benefits in Payroll.
33. Update and maintain procedures on Town Clerk related duties.

34. Serve as Chief Election Officer of the Town. Prepares and distributes candidate packets, qualifies candidates, prepares ballots, prepares advertisements, coordinates with Brevard County Supervisor of Elections.
35. Coordinates the filing of original financial disclosure forms.
36. Interacts with various groups and individuals, including employees, Town Administrator, Town Attorney, news media, sales representatives, members of the Town Council and other Board members, as well as local, state and federal officials.
37. Department head for hurricane/disaster preparedness.

Technology:

38. Must have a solid working knowledge of Microsoft desktop tools such as Word and Excel.
39. Be capable of performing general maintenance.
40. Must learn and thoroughly understand all accounting software.
41. Is the first contact for computer software/hardware/server related problems.
42. Assists and aids employees with computer related problems.
43. Performs preventive maintenance on network server.
44. Stay informed of new technology/software.

Additional:

Must be able to read and write English. Must be able to lift boxes up to 30 lbs. Have a valid Florida driver's license. Have own car to run errands (reimbursable). Work evening meetings on various nights. Work weekends if necessary.

Education and Experience:

Minimum of three years supervisory experience in accounting and/or Associates Degree in finance. Certified Municipal Clerk (CMC) certification and/or local government experience preferred.