

**TOWN of PEMBROKE PARK**  
Human Resources Department  
3150 SW 52<sup>nd</sup> Avenue  
Pembroke Park, Florida 33023  
<http://www.townofpembrokepark.com>

**INVITES APPLICATIONS FOR THE POSITION OF: Assistant Town Manager**

*Equal Opportunity Employer, Drug-Free Workplace, Veterans Preference Provided*

**OPENING DATE: Immediate**

**CLOSING DATE: Friday, August 30, 2019**

**TOWN BACKGROUND:**

The Town of Pembroke Park is a political subdivision of the State of Florida and is located in the southeastern part of the state in Broward County. The Town was first incorporated December 10, 1957 as Town of Pembroke, and later incorporated as Town of Pembroke Park on June 20, 1959. The Town has a current estimated permanent population of 6,100 residents with a large influx of seasonal residents each winter. The Town has a total area of 1.7 square miles.

The Town is structured as a commission form of government in which residents elect five (5) members to the Town Commission, which is the governing body that adopts legislation and sets policy. The Commission hires the Town Manager with broad executive authority to carry out those policies and oversee the Town's day-to-day operations. The Town currently employs approximately 25 staff members. The total budgeted revenues and expenses for the fiscal year 2018-2019 are \$16,038,571.00.

**GENERAL DESCRIPTION:**

The Assistant Town Manager serves the Town Commission, the Town Manager and the community and brings to the local government the benefits of his/her training and experience in administering municipal or county projects and programs. The Assistant Town Manager assists in preparing the budget for the Commission's consideration; assists in recruiting, hiring, terminating, and supervising government staff; in the absences of the Town Manager serves as the Commission's chief advisor; and carries out the Commission's policies. The Assistant Town Manager is bound by whatever action the Commission takes, and control is always in the hands of the elected representatives of the people.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

The below statements are intended to describe the general nature and level of work being performed by the employee assigned this classification. It is as well intended to be compliant with the Americans with Disabilities Act.

- The Assistant Town Manager assists in overseeing the Town's compliance with including, but not limited to, all federal, state, county and local laws, statutes, ordinances, resolutions, policies and procedures.
- To see that the policies and directions of the Commission with respect to the administration and operation of the Town are followed.
- To attend all meetings of the Commission.
- To oversee the agenda for all meetings of the Commission including, but not limited to, special and workshop meetings.
- To keep the Commission fully advised as to the financial condition, management, governance and related needs of the Town.
- To recommend to the Commission for its consideration such measures as he or she may deem necessary, expedient or otherwise in the Town's best interests.
- The Assistant Town Manager assists in the day to day operations of all departments
- To perform research and prepare reports as may be assigned by the Commission.
- To conduct management and cost studies on Town activities and make recommendations for revision where necessary.
- To serve as the affirmative action program coordinator.
- To assist the Town staff and Town consultants in making application for Federal and State grants as directed by the Commission.
- To maintain liaison and communication with other local governments and other levels of government as directed by the Town Commission.
- To coordinate the activities of all department and division heads to ensure the efficient operation of the Town government as directed by the Commission.
- To keep the Town Commission fully advised as to the financial conditions and needs of the Town at such times and in such detail as necessary, but at a minimum on a monthly basis.
- The Assistant Town Manager shall assist in the preparation the annual budget to the Town Commission for its consideration.
- To investigate and determine whether purchases of current supplies and contractual services are made in accordance with regulations prescribed by state law, Town charter and ordinance, and whether competitive procurement procedures are maintained in a fair and impartial manner.
- To hold such staff meetings and perform such other functions as are required to carry out the duties as outlined above.
- To perform such other duties as may be required of him or her by ordinance, resolution, or other direction of the Commission.

### **QUALIFICATIONS:**

- Graduated from an accredited four-year institution with a bachelor's degree in public administration, business administration, management, or a closely related field. A master's degree is highly desirable and preferred, and a credentialed manager vis-à-vis the ICMA is a plus but is not required.
- Executive experience of at least five years in municipal governments and two years minimum in the role of a city manager and/or an assistant city manager is preferred.
- Knowledge of municipal government at the local, state, and federal levels is highly desirable, specifically regarding general laws, ordinances, resolutions, and other elements associated with serving in a chief-level executive position, such as:
  - Managing and directing operations of a municipality

- Experience with various types of governmental forms and relationships between professional managers and elected officials
- Delegating authority and responsibilities
- Knowledge of race and ethnic issues in cities
- Financial management in city government
- Ethics in leadership, making value-based decisions
- Experience with goal setting and program evaluation
- Negotiation experience to resolve complex and sensitive problems
- Understanding of HR management best practices, staff facilitation and strategic planning

**SUPPLEMENTAL INFORMATION:**

Please submit cover letter, resume, five professional references, and salary history information to: Human Resources Department at 3150 SW 52nd Avenue, Pembroke Park, FL 33023 by email to [resume@townofpembrokepark.com](mailto:resume@townofpembrokepark.com). Candidates are not to contact Town Commissioners at any point during this process.

Additional information may be obtained by contacting Dierdre Davis, Administrative Assistant, at (954) 966-4600, Ext. 228, or e-mail [administrativetemp@townofpembrokepark.com](mailto:administrativetemp@townofpembrokepark.com). All application materials are subject to the Florida Public Records Law.

The Town of Pembroke Park is an Equal Opportunity Employer and a Drug-Free Workplace. The Town provides Veteran's Preference in accordance with FS 295.07, 295.11. This announcement does not replace the job description. Please review the job description for full details of the position, including its requirements.