

LAUDERDALE-BY-THE-SEA JOB DESCRIPTION

DEPUTY TOWN CLERK

GENERAL DESCRIPTION OF THE CLASSIFICATION:

This is a confidential professional position which involves responsible support, technical, research, and public interaction work of average difficulty. The Employee has responsibility for serving as an assistant to the Town Manager on a wide variety of tasks, including secretarial duties, and assists the Town Clerk in preparing Commission agendas, researching Town records, recording and maintaining the official records of the Town, and assist in the preparation for elections.

Incumbent may supervise subordinate professional, technical and clerical personnel. The employee exercises reasonable initiative and independent judgment to accomplish assigned projects. The employee works under the direction of the Town Clerk and Town Manager who review work in progress and upon completion, via conferences with the employee, and by examination of work products.

EXAMPLES OF WORK PERFORMED

May act as Town Clerk in Town Clerk's absence.

Provides secretarial support to the Town Manager and fulfills assignments of varied nature from the Town Manager.

Manages the citizen complaint and inquiry system, receives and assigns incoming citizen complaints or inquires to the appropriate staff member, follows up to assure the issue was resolved timely and satisfactorily and that the citizen has received an adequate response.

Files, indexes and cross-indexes, alphabetically or numerically, Town Ordinances, resolutions, minutes and variety of other documents.

Coordinates elected official's requests.

Prepares correspondence, reports, legal notices, and documents and forms for elections.

Responds to requests for information; searches files for a variety of source material.

Prepares certifications for resolutions, ordinances, minutes and other documents.

Responsible for contract administration for a variety of contracts for goods and services. Monitors contracts for compliance with required signatures, insurance and other documents, timely notices to renew or terminate the contract, receipt of periodic reports or information required by the contract, notice to department in charge of the contract of pending termination dates.

Job Description – Deputy Clerk

Provides backup support to Town Hall front counter personnel.

May assist the Town with applying for grants, including research, application and grant administration.

May prepare cash receipts for deposit; interface cash receipts to general ledger system; prepare entries and posts to accounts.

Performs other duties as assigned by the Town Clerk and Town Manager.

TRAINING AND EXPERIENCE

High school diploma, GED, or other certificate of competency supplemented by five (5) years of progressively responsible experience in secretarial or administrative work required;

A candidate who has successfully graduated from an accredited college with a bachelors' degree in business, English, public administration, business administration or other related field may substitute for two (2) years' work experience.

Local government experience and a college degree preferred.

KNOWLEDGE, ABILITIES AND SKILLS

Proficiency in WORD, EXCEL at a medium level required.

Knowledge of modern office practices and procedures.

Knowledge of shorthand or other transcription techniques very helpful.

Ability to read and interpret municipal codes and ordinances.

Knowledge of applicable State and Federal laws regarding record retention.

Ability to communicate clearly, orally and in writing.

Ability to interact with members of the public in a courteous, helpful, and tactful manner.

Ability to make decisions in accordance with laws, ordinances, regulations and established policies and procedures.

Ability to establish and maintain effective working relationships with fellow employees, superiors, subordinates, Town officials and the general public.

Ability to communicate information tactfully and impartially.

Ability to prepare high quality summary minutes of discussions.

PHYSICAL, SENSORY & ENVIRONMENTAL DEMANDS

The tasks described herein are primarily sedentary, with occasional walking, bending, light lifting. Some tasks require sight, visual perception and discrimination. Some tasks require oral communications ability.

Tasks are regularly performed without exposure to adverse environmental conditions.

REVISED 10/4/2011
FLSA: EXEMPT

PAY GRADE: 117

LAUDERDALE BY-THE-SEA CLASSIFICATION DESCRIPTION

CAPITAL PROJECTS MANAGER

GENERAL DESCRIPTION OF THE CLASSIFICATION

Under the general direction of the Town Manager(TM) or Assistant Town Manager(ATM), the individual in this position is responsible for the administration and management of multiple capital improvement projects. The incumbent will exercise considerable independent judgment in order to have the projects completed on time and within budget. The person holding this position is expected to be action-oriented and actively managing projects. This position has responsibility for the coordination, oversight and management of the project(s), including preparing RFPs, bid specifications and contracts, reviewing and verifying invoices and schedules relating to the capital projects. This position evaluates the work performed for adherence to Town policies and direction, procedures and applicable regulatory standards. Performs related work as directed.

EXAMPLES OF WORK PERFORMED:

Facilitates project scope definition, goals and deliverables for review with TM or ATM.

Develops Request for Proposals (RFPs) relating to design of capital projects.

Prepares or reviews bid specifications and manages the bidding process on capital projects from bid solicitation through contract award.

Tracks project deliverables, assuring adherence to schedules and budget.

Provides quality assurance, ensuring that projects are completed according to plans with permits in order.

Develops an evaluation and monitoring system and reports project progress.

Manages project change orders and interventions to keep the project on schedule and within budget.

Manages project contracts and reviews and verifies invoices for Town approval.

May be required to present progress reports at Town Commission Meetings.

Provides information and assistance to Town officials and management, other governmental agencies and the general public.

Performs other related duties as assigned.

REQUIREMENTS

1. Have at least 5 years civil capital project management experience.

2. A combination of government and private sector project management experience preferred.
3. A Bachelor's Degree from an accredited college in Architecture, Engineering, Construction, Construction Management or related field is required. A degree in Engineering is preferred, but not required. Certification as a Project Management Professional (PMP) from the Project Management Institute is preferred, but not required.
4. Experience administering the requirements of State and Local construction grants is preferred.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the principles, methods and practice of project management to include problem solving and decision making skills, communication and negotiation skills, as well as conflict management skills.

Knowledge of local regulatory agency and permitting agency requirements and ability to assist contractor as liaison for Town as required.

Actively monitor the progress of the projects, evaluating the quality of the project as well as its adherence to the plans.

Ability to interpret and enforce requirements of governmental permitting agencies and applicable grant regulations.

Ability to present progress reports concisely and effectively in oral and written form.

Ability to control project budgets, effectively and efficiently.

Ability to establish and maintain effective working relationships with fellow employees, contractors, other officials, representatives of other governmental agencies, developers and the general public.

PHYSICAL, SENSORY & ENVIRONMENTAL DEMANDS

The tasks described herein require visiting work sites on a regular basis which may include adverse environmental conditions such as high heat, rain or cold weather. The tasks may include lifting or bending for inspection purposes. Some tasks require sight, visual perception and discrimination. Some tasks may require oral communications ability. Other tasks will be primarily sedentary.

Salary Grade 122

FLSA Classification: Exempt

Classification description created 10/2011