



Town of Lake Hamilton

100 Smith Avenue - P.O. Box 126

Lake Hamilton, Florida 33851

(863) 439-1910

www.townoflakehamilton.com

POSITION OPEN:

Salary Range:

Work Schedule:

Starting Date:

Closing Date:

2021-2022 Annual Budget:

TOWN ADMINSTRATOR

\$90,000 - \$110,000

Monday – Friday, 8:00 a.m. – 5:00 p.m.

July 2023

May 15, 2023

\$ 19,932,287

Individuals interested in the position should submit the Town of Lake Hamilton, Employment Application and resume to the Town Clerk's Office, P.O. Box 126, Lake Hamilton, Florida 33851. Employment application can also be completed online at www.townoflakehamilton.com under Resources/Job Openings.

TOWN ADMINSTRATOR

MAJOR FUNCTION: The Town Administrator is the administrative head of the Town government, providing direction and general management for the administration and operation of each department within the Town of Lake Hamilton, and performs duties as delegated by actions of the Town of Lake Hamilton, Town Council.

Our town is seeking a dedicated, talented administrator with a history of public service to serve as Town Administrator. As Town Administrator, you will administer policies determined by our town council. You will also oversee and foster leadership within town organizational structures. You should be thoroughly familiar with the democratic decision-making processes inherent to a municipality of our size, and you should also have sharp communication and problem-solving skills. Our ideal candidate needs to have a long track record of successful leadership, especially within government and public service.

SUPERVISION: Receives direction and assignments from the Town of Lake Hamilton Town Council and shall serve at the pleasure of the Council.

ESSENTIAL DUTIES:

- Attends all meetings of the Town Council, unless excused by council.
- Implement policy and decisions arrived at by town council.
- Support municipal goals and initiatives.
- Foster administrative excellence and leadership within local organizational structures.
- Oversee daily operations of town departments.
- Liaise between town executive offices and neighboring municipal leadership.
- Shall prepare and submit to the Council once each month a statement of all finances, receipts, and disbursements, unless otherwise directed by Council.
- Shall provide administrative services as required by the Council.
- See that all laws, provisions of this Charter and acts of the town council, subject to enforcement by the town administrator or by officers subject to the manager's direction and supervision, are faithfully executed.

- Coordinate with the Town Clerk, Finance Clerk and Department Heads and submit the annual budget, budget message and capital programs to the Council in the form prescribed by general law.
- Submit to the Council monthly updates and make available to the public a complete report on the finances and administrative activities of the Town at the end of each fiscal year.
- Keep the Council fully advised as to the financial condition and future needs of the Town and make recommendations to the Council concerning the affairs of the Town.
- Maintains community respect through good public relations and by keeping residents informed of Town progress and policies. Meets with citizens and citizen groups to exchange information and review current or proposed programs and projects. Discusses problems and complaints concerning Town operations with the citizens or refers to the appropriate official for action.
- Directs media relations activities.
- Organizes Town government functions; appoints, trains, disciplines, suspends, removes when necessary, and appropriately rewards town employees in accordance with applicable laws, ordinances, town charter and established personnel policies and procedures as approved by the council.
- Monitors all reports and recommendations from the various volunteer town committees, boards, and civic groups are organized responses by town staff and prepares recommendations to Town Council, as appropriate.
- Meets with Town Council members and the mayor to review and discuss projects, programs, and related matters impacting town government.
- To act as a purchasing agent for the town. In the capacity of purchasing agent, he/she shall sell all property that has become unfit for use by the town and that has been declared surplus by the town council. All such purchases and sales shall be made in conformity to such regulations as the town council may from time to time prescribe.
- Coordinates activities to determine the needs of the Town, and in conjunction with the Town Council, establishes priorities for programs and projects on-going and proposed.
- Builds and maintains positive working relationships with co-workers, other town employees and the public, using principles of good customer service.
- Perform such other duties as are specified in the Town Charter, or adopted by Ordinance, Resolution, and policies which may be required by the Council.
- The Town Administer shall dedicate no less than an average of forty (40) hours per week in the performance of his duties.

These responsibilities/tasks are not to be construed as a complete statement of all duties performed. Employees are required to perform other job-related duties as required by the Town Council.

MINIMUM QUALIFICATIONS:

- Excellent verbal and written communication skills.
- Demonstrable history of successful leadership.
- Experience working with laws and administrative policies governing municipal activities and of operations of municipal government.
- Proven ability to delegate authority and responsibilities to subordinate department heads/staff and to maintain an effective organization.
- Demonstrates the ability to express oneself clearly and in writing and orally, and to appear before groups of citizens and the Council to present data and programs which enhance the continued efficient operation of the Town.

- Ability to think and act strategically.
- Superior Communication Skills.
- Principles and practices of public administration.
- Organization and functions of Town government and current trends and recent developments in management.
- Laws and regulations regarding Town management, Town contracts for public services, budget, finance, and public personnel administration.
- Management techniques and effective employee supervision.

Ability to:

- Plan, organize, and manage the activities of the Town under the policy guidance and direction of the elected officials of the Town.
- Manage and provide organizational leadership.
- Develop and implement effective Town organizational policies and procedures.
- Establish priorities and direct the allocation of Town resources.
- Develop plans and recommendations for broad and specific Town goals, objectives, and policies. Direct the execution of Town programs and projects.
- Work with various cultural and ethnic groups in a tactful and effective manner. Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Ability to work collaboratively, engage and inspire others, and develop a rapport with many diverse people and groups, including citizens, staff, council members, and other elected officials.
- Ability to work flexible hours, including evenings and weekends.
- Must be able to travel as needed.
- Must possess computer skills to include Microsoft Word, Excel, and other software used in the performance of assigned duties.

EDUCATION & EXPERIENCE

1. A minimum of **(5) Five years** with responsible experience in municipal government, in a senior management (Department Head) position. (3) three years of experience as a City Manager and/or Assistant City Manager is preferred.
2. Minimum, Graduate from an accredited four/year college or university with a bachelor's degree in Public Administration or Business Administration. A Master's Degree is preferred.
3. Must have extensive experience dealing with and understanding of all aspects of municipal government department operational functions is preferred.
4. Only applicants that **meet all the requirements listed above** may apply for the Town Administrator position. Applicants not meeting the educational / experience requirements will be automatically rejected.

NOTE: The Town has not designated any funds for travel and/or relocation for prospective candidates.

License or Certificate

Must possess or be able to obtain a valid Florida Driver's License.

Residency

The Town of Lake Hamilton has no residency requirement but is preferred.

TOWN OF LAKE HAMILTON - ARTICLE III. – CHARTER OFFICERS

Section 3.01. Designation.

The Town Administrator, Town Clerk and the Town Attorney are designated Charter Officers.

Section 3.02. Appointment; Removal.

The Charter Officers shall be appointed by the Council and shall serve at the pleasure of the Council.

Section 3.03. Town Administrator - Powers and Duties

- (1) The town administrator, when necessary, shall appoint, suspend, demote, or dismiss any town employee under his/her jurisdiction in accordance with law and applicable personnel rules, and may authorize any department head to exercise these powers with respect to subordinates in that department.
- (2) The town administrator shall direct and supervise the administration of all departments of the town and shall attend all council meetings unless excused by council and shall have the right to take part in discussions and make recommendations to the council, but not vote.
- (3) He/she shall see that all laws, charter provisions, ordinances, resolutions, and other acts of the council subject to enforcement by him/her are faithfully executed.
- (4) The town administrator shall also prepare and submit the annual budget, budget message, and capital program to the council, and shall keep the council fully advised as to the financial condition and future needs of the town and shall make such recommendations to the council concerning the affairs of the town as the administrator deems desirable.
- (5) The town administrator shall designate a qualified town employee to exercise the powers and perform the duties of town administrator during any temporary absence or disability of the town administrator.
- (6) The council may revoke such designation at any time and appoint another eligible person, other than a currently sitting councilperson, to serve as acting town administrator.

The Town of Lake Hamilton is a Drug-Free Workplace and an Equal Employment Opportunity Employer.

SELECTION GUIDELINES: Formal application and Resume, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, as requirements of the job may change.

ABOUT THE TOWN OF LAKE HAMILTON

Lake Hamilton

Lake Hamilton is a city located in Polk County Florida. With a 2020 population of **1,667**, it is the **307th** largest city in Florida and the **8318th** largest city in the United States . Lake Hamilton is currently growing at a rate of 3.54% annually and its population has increased by 35.42% since the most recent census, which recorded a population of **1,231** in 2010. Spanning over 4 miles, Lake Hamilton has a population density of 534 people per square mile.

The average household income in Lake Hamilton is \$57,669 with a poverty rate of 16.98%. The median rental costs in recent years comes to \$1,060 per month, and the median house value is \$164,700. The median age in Lake Hamilton is 39.1 years, 39.3 years for males, and 38.7 years for females.

Transportation

- State Road 17 – The **Scenic Highway** going through the center of town, paralleling US 27 and leading southward to downtown Dundee and Lake Wales
- US 27 – Located just west of town, this divided highway leads to Lake Wales and Haines City.