**Town of Southwest Ranches Job Description**

Title:             **General Services Manager**
Department:       Public Works and Engineering
FLSA Status:      Exempt
Reports to:       Public Works Director

**General Description:**
The purpose of the General Services Manager position is to perform complex professional, administrative, operational, contractual and financial work assisting in programs and projects as per the directive of the Public Works Director.

The purpose of the Emergency Manager position is to plan and organize the Emergency Management activities for the Town.

This position works under the supervision of the Public Works Director, developing and implementing programs within organizational policies and reports to the Public Works Director.

**Essential Functions:**

**General Services Manager**:

1.    Assists the Public Works Director in developing and implementing the Town's policies, procedures and programs, makes policy recommendations.
2.    Develops and monitors program goals and performance objectives.
3.    Prepares, proposes, forecasts and monitors budgets for the Non-Departmental budgets.
4.    Oversees departmental procurement, accounts payable activities and credit card reconciliation.
5.    Administrative Manager for the following multi-year agreements:
      a.  Assists with Solid Waste, Recycling and Bulk contract.
      b.  Public Safety contract.
      c.  Volunteer Fire Department.
      d.  Emergency Services contracts.
      e.  Several facility related service agreements.
6.    Manages and performs special event planning and marketing as required.
7.    Provides facility management and security for Town Hall and Fire Station and develops and manages related contracts including required testing and permitting of well water services and generator maintenance, etc.
8.    In conjunction with the Town Financial Administrator, develops and maintains Human Resource Policies and Procedures, Job Descriptions, Performance Appraisals, and the Employee Handbook.

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9.  Provides additional Human Resource support, to include initial intake, onboarding and training of new and existing employees.
10. Develops and maintains Town Policy and Procedures and Standard Operating Procedures.
11. Meets and/or communicates with Town constituents for community outreach and to mitigate issues or concerns.
12. Manages and/or supervises projects and programs as assigned.
13. Prepares agenda items, resolutions, ordinances, and agreements applicable to the department.
14. Researches, compiles, and analyzes data for department-related issues.
15. Acts on behalf of the Public Works Director when required.
16. Performs other duties as assigned.

**Emergency Manager:**

1.  Develops Standard Operating Procedures (SOP's), EM Plan and Continuity of Operations Plan (COOP).
2.  Program Administrator for all Homeland Security and emergency management grant programs.
3.  Manages all disaster recovery services contracts and vendors.
4.  Acts as the Emergency Manager during a municipal activation, overseeing operational readiness and directing the Town's emergency management activities.
5.  Participates in County and Regional emergency management and Homeland Security Committee and Task Force and trainings.
6.  Engages all essential staff in at least one regional training per year. Conducts incident review after incident or training has concluded for quality assurance.
7.  Monitors activities of an impending emergency and reports status to Town Administration, Town Council, staff and vendors.
8.  Manages the agreement and program for the Towns Residential Emergency Notification system.

(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:
    Associate degree in Business, Public Administration, or related field with six (6) years' local government experience in an administrative managerial capacity, including at least two (2) years of supervisory experience, and minimum of four (4) years' experience in emergency management

services. Applicable training and experience may be considered in lieu of the above.

B.    Advisory Board Liaison:
As assigned

C.    Certifications:
ICS certifications in accordance to current NIMS requirements.

D.    Knowledge, Abilities, and Skills:
- Must possess excellent oral and written communication skills, excellent supervisory and interpersonal skills.
- Possess excellent time management skills and the ability to multitask.
- Skill/ability to develop practical and cost-effective approaches or solutions to projects, programs, or problems.
- Proficiency in Microsoft Office Suite required.
- 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 and hearing (with/without correction), ability to communicate (orally and in writing), reaching, pulling, pushing, sitting, walking, standing, kneeling, and bending.

**Environmental Conditions:**
Works primarily inside in an office environment, and occasionally outside in various weather conditions.

**Key Competencies:**
Integrity, business acumen, professional knowledge, analysis, attention to detail, interpersonal skills, communication (oral and written) and superior customer service. Work is performed under general supervision of Public Works Director 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.)

**Town of Southwest Ranches Job Description**

**Employee Signature and Date:**

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


_____ Date: _____
Employee's Signature


_____ Date: _____
Supervisor's Signature

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