

## **General Services Manager, Town of Southwest Ranches, FL**

Under the supervision of the Public Works Director/Town Engineer, employee is responsible for developing and implementing Town's policies, procedures and programs, preparing, forecasting and monitoring expenditures for the Non-Departmental budget, oversees departmental procurement, accounts payable activities and credit card reconciliation, administrative manager for the following multi-year agreements: Assists with Solid Waste, Recycling and Bulk contract, Public Safety and Emergency Services contracts, facility related service agreements. Also serves as Town's Emergency Manager with responsibility for operational readiness and directing the Town's emergency management activities during a municipal activation, and other duties as assigned.

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. Valid FL D/L required. Starting salary of \$80,000 + excellent benefits including insurance & retirement account. Open until filled; initial review 7/29/2022. Submit cover letter, resume, and completed job application to [customerservice@southwestranches.org](mailto:customerservice@southwestranches.org). Also, visit [www.southwestranches.org](http://www.southwestranches.org) for blank employment application and detailed Job Description.