

Administrative Project Manager

The Town of Southwest Ranches is seeking an Administrative Project Manager. This exempt position performs a variety of complex administrative and other assignments within the Town Administrator's office, including analysis, evaluation, research, writing, and communicating; and oversees programs and projects that require experience in administration and involve Town Council, interdepartmental and community interaction. Responsible for planning and overseeing projects to ensure they are completed in a timely fashion and within budget, including planning and designating project resources, preparing budgets, monitoring progress, and keeping stakeholders informed during the entire process. Exercises leadership and has highly effective communication and interpersonal skills. This position is supervised by and shall aid the Town Administrator in the administration of municipal functions and works as liaison with Town staff and the public for complaint resolution. The incumbent prioritizes tasks and usually performs them independently with little supervision or review necessary. Bachelor's degree from an accredited college or university in Public Administration, Business Administration, or related field. Three (3) years in a responsible professional/administrative capacity, preferably in a public sector environment. Valid FL D/L, \$85,500 - \$95,500 starting salary range DOQ/DOE. Open until filled; initial review of applicants August 31, 2024. Submit cover letter, resume, two (2) letters of reference and completed job application to customerservice@southwestranches.org. Also, visit www.southwestranches.org for blank employment application and detailed Job Description.