

## **Deputy Town Administrator**

The Town of Southwest Ranches is seeking a Deputy Town Administrator. This exempt executive level position performs a variety of complex administrative and other assignments within the Executive Department, 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. In coordination with the Town Administrator, responsible for oversight of Town departments and services provided. Bachelor's degree from an accredited college or university in Public Administration, Business Administration, or related field. At least three (3) years of supervisory or management experience, in progressively responsible administrative work in a municipal government required. Valid FL D/L, \$120,000 - \$130,000 starting salary range DOQ/DOE. Open until filled; initial review of applicants September 27, 2024. Submit cover letter, resume, two (2) letters of reference and completed job application to [customerservice@southwextranches.org](mailto:customerservice@southwextranches.org). Also, visit [www.southwextranches.org](http://www.southwextranches.org) for blank employment application and detailed Job Description.