

## ESSENTIAL FUNCTIONS

- Direct and supervise the administration of Town operations, services, and projects.
- Provide the Commission with information to guide deliberations and policy development.
- Maintain timely communications with the Mayor and Commission to provide background information,

updates, progress and status reports, including a weekly activity summary and a monthly budget report.

- Develop the Commission meeting agenda in conjunction with the Mayor and Commission members; develop agenda materials as

necessary. Meet with the Mayor and Commission members to review agenda and related information in

advance of town meetings.

- Attend all Commission meetings, providing information, reports and recommendations.
- Prepare and submit the annual budget and capital program.
- Monitor all financial expenditures; report on financial conditions, trends, and anticipated needs.
- Monitor franchise agreements and town contracts for performance, costs, necessary modifications.

- Prepare grant applications on behalf of the Town and administer grant awards. Research and identify grant opportunities; coordinate and prepare grant applications on behalf of the Town, and oversee the administration of awarded grants, with assistance as appropriate.

- Supervise Town managers, directing work in support of Commission goals; provide support, performance

goals and expectations, and evaluations.

- Supervise Town employees to include establishment of job requirements and qualifications, hiring,

performance expectations, and disciplinary actions.

- Supervise Town employees to ensure performance standards are communicated,

evaluated and enforced.

- Communicate with other local officials, agencies and the state of Florida as needed for conformance with laws and regulations, and coordination of services in an emergency.

- Communicate with Town Advisory Boards and residents to receive and provide information regarding services.

- Identify service options to maintain continuity of service delivery and provide supplementary resources if needed.

- Assume duties as Finance Director, Public Works Director, and Building Official when vacancies occur or as needed and authorized

by the Commission. In the event of vacancies, identify and coordinate appropriate coverage for the roles of Finance Director, Public Works Director, and Building Official, as needed and authorized by the Commission.

- In an emergency or disaster, provide coordination and direction of Town response activities