



**TOWN OF HIGHLAND BEACH**  
**ADMINISTRATIVE SERVICES DIRECTOR**

The Town of Highland Beach is recruiting for an Administrative Services Director to join the Town Manager's Leadership Team. The Town is seeking a motivated and qualified professional who is a dedicated team player, detail oriented and has well-developed problem-solving abilities. The ideal candidate must be an excellent communicator, engaging, emotionally intelligent and exhibit the ability to collaborate with tact and diplomacy with internal and external stakeholders.

The Administrative Services Director reports to the Town Manager and is responsible for planning, directing, managing, and overseeing the activities and operations of the human resource functions, and other financial and administrative service areas, as assigned; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative and managerial support to the Town Manager.

Qualifications: Bachelor's degree from an accredited college or university with major course work in public or business administration, finance, human resource management or a related field. Master's degree from an accredited college or university in a similar field is strongly preferred.

Experience: Six years of increasingly responsible human resource management, finance or related experience, preferably in a public agency setting, including three years of management and administrative responsibility.

Compensation: The current salary range for this position is \$67,400-\$107,852 with the starting pay selected being commensurate with the experience and qualifications. A comprehensive benefits package includes health, dental and vision insurance, Defined Benefit Retirement Plan (FRS), Paid Time Off, as well as life insurance and short-term and long-term disability.

Those interested should email a copy of their resume, five professional references and a completed Town Employment Application to:

**Ms. Terisha Cuebas, Assistant to the Town Manager**

Town of Highland Beach

3614 S. Ocean Boulevard Highland Beach, FL 33487

Email: [tcuebas@highlandbeach.us](mailto:tcuebas@highlandbeach.us)

Phone: 561-278-4548

Deadline: Open until filled.



# TOWN OF HIGHLAND BEACH

## ADMINISTRATIVE SERVICES DIRECTOR

<b>Department:</b> Town Manager	<b>Status:</b> Full-Time (40 hrs/wk.)
<b>Department Code:</b> 001-512	<b>Classification:</b> Exempt
<b>Immediate Supervisor:</b> Town Manager	<b>Pay Grade:</b> 32
<b>Directly Supervises:</b> As-Assigned	<b>Salary Range:</b> Hourly: \$32.41 -- \$51.85 Annually: \$67,408 -- \$107,852

### POSITION SUMMARY:

Under direction of the Town Manager, plans, directs, manages, and oversees the activities and operations of the human resource functions, and other financial and administrative service areas, as assigned; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative and managerial support to the Town Manager.

### ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assume full management responsibility for assigned functions, services, and activities of the Town.
- Manage all human resource functions, services and activities including classification and compensation administration, recruitment, selection and placement, training and development, labor relations and contract negotiations, employee relations, collective bargaining agreement administration, personnel records, workers compensation, and benefits administration.
- Serve as the Town's Risk Manager; oversee administration of the workers' compensation program; work with the Town Attorney and other staff on liability claims administration.
- Conduct special studies and analyses on difficult operational and administrative issues for the Town Manager; conduct organization and management reviews; formulate recommendations and prepare reports.

- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Participate in the preparation, coordination, and presentation of the Town's annual budget, capital improvement budget, and internal fiscal control measures; participate in the development and presentation of financial forecasts and historical information.
- Assess and monitor work load, administrative and support systems, and internal reporting relationships for assigned areas of responsibility; identify opportunities for improvement; direct and implement changes.
- Plan, direct, coordinate, and implement work plans for assigned departments; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key Town staff to identify and resolve problems.
- Provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Coordinate and participate in labor relations; perform various duties associated with labor negotiations, contract administration and handling of grievances.
- Administer the Town's classification and compensation systems and plans; perform job audits and analyses; prepare and revise class specifications; conduct salary and fringe benefit surveys; analyze data; recommend adjustments as appropriate.
- Manage, direct and coordinate the disciplinary process; advise managers on disciplinary actions and advise on the discipline investigation process.
- Explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Perform related duties as required.

## **MINIMUM QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

### Knowledge of:

- Advanced principles and practices of public administration, including the organization, functions, and problems of municipal government.
- Advanced principles and practices of public sector human resources administration including recruitment, selection, classification, compensation, benefits administration and employee relations.
- Principles and practices of municipal finance, accounting and budgeting.
- Principles and practices of wage and salary benefit administration; job analysis; labor negotiations; and conducting employee investigations.

- Advanced methods of report preparation and presentation.
- Advanced principles and practices of organization, management, supervision, training, and performance evaluation.
- Principles and practices of strategic planning.
- Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.
- Methods and techniques of research, statistical analysis, and report presentations.
- English usage, spelling, grammar, punctuation at an advanced level.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Develop and administer town wide and departmental goals, objectives, and procedures.
  - Analyze and define problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
  - Manage and direct a comprehensive public sector human resources management program.
  - Prepare clear and concise administrative and financial reports; prepare and administer municipal budgets.
  - Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
  - Identify and respond to sensitive community and organizational issues, concerns, and needs.
  - Analyze problems, identify and evaluate alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
  - Research, analyze, and evaluate new service delivery methods and techniques.
  - Participate effectively in labor negotiations; review and resolve employee grievances in accordance with labor agreements.
  - Negotiate and resolve complex issues.
  - Interpret town personnel programs and policies to employees and the public.
  - Interpret and apply applicable federal, state, and local policies, laws, and regulations.
- 
- Communicate clearly and concisely, both orally and in writing and make effective public presentations.
  - Establish and maintain effective working relationships with those contacted in the course of work.

### Education/Training:

Bachelor's degree from an accredited college or university with major course work in public or business administration, finance, human resource management or a related field. Master's degree from an accredited college or university in a similar field is strongly preferred.

### Experience:

Six years of increasingly responsible human resource management, finance or related experience, preferably in a public agency setting, including three years of management and administrative responsibility.

## **PHYSICAL DEMANDS/ENVIRONMENTAL CONDITIONS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed primarily in an office setting. The noise level in the work environment is moderate.

## **SELECTION GUIDELINES**

Formal application, evaluation of education, training and experience; oral interview and reference check; job related tests may be required. The Town of Highland Beach is a Drug Free Workplace and an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Consideration for this position requires a credit and background check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

## **POSITION HISTORY**

Approved: 9/1/2021  
Distributed: 9/1/2021