



THE TOWN OF PEMBROKE PARK, FL

INVITES YOUR INTEREST IN THE POSITION OF

TOWN MANAGER

THE COMMUNITY

The Town of Pembroke Park, Florida (pop. 6,000) was established in 1957 and is centrally located between Fort Lauderdale and Miami in southwestern Broward County.

The town is bounded on the south by Dade County, the east by Hallandale Beach, the west by Miramar, and the north by Hollywood. What was once rock quarries are now beautiful lakes that enhance the aesthetic quality of Pembroke Park.

Known as “the Small Town that Means Big Business,” Pembroke Park is 1.6 square miles with 0.5 miles of lakes. The Town is fiscally sound and business-friendly, with room for future growth and development.

Not so long ago, the area known as Pembroke Park was made up of nurseries, quarries, and mobile home parks. However, with access from I-95 and its short distance from the Florida Turnpike, the Town has attracted modern warehouses and business development for its industrial areas. The Town has developed one of the largest industrial parks in the area, home to Fortune 500 companies such as WPLG Channel 10, Coca-Cola Bottling of Florida, Mohawk Industries, etc.

By adopting a “Comprehensive Land Use Plan” in 1989, the Town Commission provided a blueprint for the Town’s orderly growth and development. Pembroke Park now has 17 mobile home parks, four of which are devoted to recreational vehicle camping. The number of mobile homes is nearly constant from year to year. New apartments, villas, and townhomes are located on the western edge of town. Four passive parks have been constructed in recent years on both ends of town to accommodate all residents of the surrounding areas.

The vital new Pembroke Park faces the future with a confidence born of strategic planning and careful financial management. Town leaders have established a Planning Consultant along with the Planning and Zoning Board that ensures building conditions and quality of life will remain as the residents all know and have come to enjoy. The Mayor and the Town Commission, along with the Town Manager and



other staff of development professionals, are working now to help make the future of Pembroke Park one of vitality and beauty in the South Broward community. Improved human and social services are objectives the Town will continue to meet for years to come.

THE AGENCY

The Town of Pembroke Park operates under a Commission form of government. The Town Commission is representative of five distinct districts and includes a Mayor, Vice-Mayor, Clerk-Commissioner, and two other Commissioners.

The Town Commission is responsible for enacting ordinances, resolutions, and regulations governing the Town. Theoretically, each Commissioner is responsible for one specific department, such as Fire and Police, Public Works, Finance, and Administration. The Commission has both legislative and executive functions. The Commission is responsible for passing ordinances, resolutions, and adopting the annual budget. They also appoint board members and hire the Town Manager, Town Attorney, Town Clerk, Department Directors, and Consultants. Town officials are active in organizations, including providing leadership and working closely with other governments in the region.

Under the direction of the Town Commission the Town Manager is responsible for administering the policies, procedures, ordinances, resolutions, and oversight of the day-to-day operations of the Town. The Town Manager directs, plans, and organizes all administrative activities of the Town, including the development of goals and objectives, as well as enforcing and implementing municipal code and the Town Charter.

The Town Manager, through effective leadership and direction, ensures the implementation of policies established by the Commission for all municipal services and programs. The Town Manager articulates the vision and direction for the Town under the guidance that the Commission sets forth.

The Town has 65 FTEs and a total FY2024 Budget of \$21.3 million, which includes a General Fund of \$13.8 million.

Challenges and opportunities for the Town include growth, infrastructure improvements, redevelopment, and building the community. Areas of focus for the Town include Economic Development, Fiscal Sustainability, Organizational Assessment, Community Development, Redevelopment, Capital Projects, and Technological Development. By revising its foundation, the Town can concentrate on realizing its enormous potential and reaching its goal of becoming a premier community.

THE POSITION

The Town Manager is appointed and serves in the office at the pleasure of the Town Commission. The Town Manager is the administrative head of the municipal government, providing overall direction and supervision for all city departments.

Responsibilities of the Town Manager include:

- Carry out the policies and directives of the Commission with respect to the administration and operation of the Town.
- Attend all meetings of the Commission.
- Prepare the agenda for all meetings of the Commission, including but not limited to special and workshop meetings.
- Keep the Commission fully advised as to the needs of the Town.
- Recommend to the Commission for its consideration such measures as he or she may deem necessary, expedient, or otherwise in the Town's best interests.
- Review the operations and administration of all departments and divisions of the Town government and periodically report to the Commission the operations of same, and recommendations, if any, with respect to the department or division.
- Exercise general supervision over the operation of the Administrative Department of the Town.
- Perform research and prepare reports as may be assigned by the Commission.
- Conduct management and cost studies on Town activities and make recommendations for revisions where necessary.
- Serve as the affirmative action program coordinator.
- Assist the Budget and Finance Director and the Town Planner in applying for Federal and State grants as directed by the Commission.
- Maintain liaison and communication with other local governments and other levels of government.



- Coordinate and supervise the activities of all department and division heads to ensure the efficient operation of the Town government as directed by the Commission.
- Hold staff meetings and perform other functions as are required to carry out the duties as outlined above.
- Perform other duties as may be required by ordinance, resolution, or other direction of the Commission.

THE IDEAL CANDIDATE

The ideal candidate must have an extensive knowledge of the principles and administrative practices governing Florida municipal operations within Federal, State, County, and local laws. The candidate must be a dynamic leader with a proven track record in managing a municipality and establishing and maintaining solid relationships with elected officials, staff, and the community. The individual must understand a Commission form of government and be willing to keep all Commissioners well informed in a timely manner.

The ideal candidate will have a proven record in project management, strategic planning, and sound fiscal management. This position requires a commitment to quality improvement and customer service while focusing on organizational goals, hiring, and managing a cohesive team, and working with an involved Commission.

Lastly, the ideal candidate must be able to provide guidance and direction to Department Directors to ensure their effective operation and

management, including compliance with local, state, and federal regulations and laws. The candidate should be able to guide and direct the development of systems, projects, policies, and procedures to streamline operations, reduce costs, and improve service.

Candidates with private sector experience in complex organizations with challenges similar to those of Pembroke Park may be considered on a case-by-case basis.

The successful candidate will hold a Bachelor's Degree in Business or Public Administration, Political Science, or a related field. A Post Graduate Degree in Business or Public Administration or a related field is preferred but not required. A minimum of five (5) years of managerial service in a municipality, county, or an equivalent complex organization is sought. The Town Commission will consider any combination of education, work experience, and training that provides the capacity to execute the essential functions of the position. The candidate's background and experience should include diverse exposure to all aspects of managing a full-service municipality or county, preferably in a self-sustaining environment and in a community undergoing substantial growth and development.

COMPENSATION

Starting salary is open, dependent upon qualifications, and is accompanied by a competitive benefits package. The State of Florida does not have a state income tax.



TO APPLY

If interested in this outstanding opportunity, visit www.srnsearch.com to apply online. The position is open until filled. Resumes will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references; references will be contacted only following candidate consent. Final interviews will be held with the Town of Pembroke Park. Candidates will be advised of the status of the recruitment following the selection of the Town Manager.

Questions regarding this recruitment may be directed to:

Ms. S. Renée Narloch, President
S. Renée Narloch & Associates
info@srnsearch.com | 850.391.0000
www.srnsearch.com

The Town of Pembroke Park is an equal opportunity employer. In the event of an emergency, all employees are considered essential personnel and may be required to perform alternate duties.

Under Florida's Public Records/Sunshine Laws, applications and resumes are subject to public disclosure.

