

**Town Administrator**

**Key Functions:**  
Manage Clerk to Council / Legal  
Day-to-Day Operations/ preparing the Budget  
Emergency Preparedness  
Fleet Management (Policy)  
HR Management  
Public Safety (EMS, Fire, Police)

**Committee:**  
Public Safety

**Finance & Municipal Court**

**Development Services**

**Communication & Public Engagement**

**Environmental & Wildlife**

**Facilities & Contracts Liaison**

**Key Functions**  
Accounts Payable & Receivable  
Business License (Audit)  
Cash Management  
Comprehensive Annual Financial Report  
Debt Administration  
Municipal Court  
Payroll  
Risk Management Services (Vendor)  
Waste Billing & Collection (Customer Billing)

**Key Functions**  
Beach (Code)  
Codes Compliance  
Floodplain Management (FEMA)  
Licensing (Business & Contractors)  
Permitting & Inspections  
Plan Review  
Planning & Zoning

**Key Functions**  
Arts Council  
Communication (Intl & Extl)  
Marketing & Publication Development  
Media Relations  
Public Relations & Social Media  
Special Event Planning  
Website Management

**Key Functions**  
Beach (Environmental)  
Turtle Patrol (Manage)  
Wildlife Management

**Key Functions**  
Capital Improvement Projects  
Fleet Management (Maintenance)  
Public Buildings and Grounds  
Roads, Signs and Bridge  
Third Party Vendors  
Waste Management (Customer Complaints & Vendor)

**Team Leader:**  
Dorota  
**Team Members:**  
Krista  
Sherry  
Vacant (Receptionist/Finance Assistant)

**Team Leader:**  
Bruce  
**Team Members:**  
Kent  
Jake  
John  
Juan  
Leo  
Sharon

**Team Leader:**  
Stephanie E  
**Team Members:**  
Marilyn

**Team Leader:**  
Jim  
**Team Members:**  
Aaron

**Team Leader:**  
Rusty

**Cross Team Support:**  
Development Services  
Communication & Public Engagement  
Facilities & Contracts Liaison

**Cross Team Support:**  
Communication & Public Engagement

**Cross Team Support:**  
Finance  
Development Services  
Wildlife  
Facilities & Contracts Liaison

**Cross Team Support:**  
Development Services  
Communication & Public Engagement  
Facilities & Contracts Liaison

**Cross Team Support:**  
Development Services  
Communication & Public Engagement

**Committee:**  
Audit

**Committee:**  
Board of Zoning Appeals  
Construction Board of Appeals  
Planning Commission

**Committee & Workgroup:**  
Arts Council  
Communication

**Committee:**  
Environmental

**Committee:**  
Public Works