

TOWN OF MIAMI LAKES

Positions by Department

| | FY 2013-14 | FY 2014-15 | FY 2015-16 | FY 2016-17 | FY 2017-18 | Comments |
|--|-------------|-------------|------------|------------|------------|---|
| Mayor and Town Council | | | | | | |
| <i>Full Time</i> | | | | | | |
| Assistant to the Mayor | 1 | 1 | 1 | 1 | 1 | |
| Assistant to the Council/Deputy Town Clerk | 1 | 1 | 1 | 1 | 1 | |
| FT Sub-Total | 2 | 2 | 2 | 2 | 2 | |
| Town Clerk | | | | | | |
| <i>Full Time</i> | | | | | | |
| Town Clerk | 1 | 1 | 1 | 1 | 1 | |
| FT Sub-Total | 1 | 1 | 1 | 1 | 1 | |
| <i>Part Time</i> | | | | | | |
| Sound Engineer | 0 | 0 | 0 | 0 | 0 | |
| Deputy Town Clerk | 0 | 1 | 0 | 0 | 0 | |
| PT Sub-Total | 0 | 1 | 0 | 0 | 0 | |
| Town Administration | | | | | | |
| <i>Full Time</i> | | | | | | |
| Town Manager | 1 | 1 | 1 | 1 | 1 | |
| Director of Administration | 0.5 | 0.5 | 1 | 1 | 1 | |
| Finance Director | 1 | 1 | 1 | 1 | 1 | |
| Administration Services Manager | 1 | 1 | 1 | 1 | 1 | Position reclassified from Procurement Specialist |
| Comptroller/Senior Accountant | 1 | 1 | 1 | 1 | 1 | |
| Budget Manager | 1 | 1 | 1 | 1 | 1 | |
| Accountant | 1 | 1 | 1 | 1 | 1 | |
| Secretary/Receptionist | 2 | 2 | 1 | 1 | 1 | |
| Procurement Manager | 1 | 1 | 1 | 1 | 1 | |
| Assistant to the Town Manager | 1 | 1 | 1 | 1 | 1 | |
| Accounting Technician | 0 | 0 | 0 | 1 | 1 | |
| Grantswriter | 1 | 1 | 1 | 1 | 1 | |
| FT Sub-Total | 11.5 | 11.5 | 11 | 12 | 12 | |
| <i>Part Time</i> | | | | | | |
| HR Specialist | 1 | 1 | 1 | 1 | 1 | |
| Senior Accountant | 1 | 0 | 0 | 0 | 0 | |
| Accounting Technician | 0 | 0 | 1 | 0 | 0 | |
| Receptionist | 0 | 0 | 0 | 1 | 1 | |
| PT Sub-Total | 2 | 1 | 2 | 2 | 2 | |
| <i>Seasonal</i> | | | | | | |
| Interns | 2 | 1 | 1 | 1 | 1 | |
| Seasonal Sub-Total | 2 | 1 | 1 | 1 | 1 | |
| Building and Zoning | | | | | | |
| <i>Full Time</i> | | | | | | |
| Building Official | 1 | 1 | 1 | 0 | 0 | |
| Chief Building Inspector | 1 | 1 | 1 | 0 | 0 | |
| Senior Building Inspector | 0 | 1 | 1 | 0 | 0 | |
| Permit Clerk Supervisor | 1 | 1 | 1 | 0 | 0 | |
| Permit Clerk | 3 | 3 | 3 | 0 | 0 | |
| Facilities Maintenance Coordinator | 1 | 1 | 1 | 0 | 0 | |
| Records Management - Scanning | 1 | 1 | 1 | 0 | 0 | |
| FT Sub-Total | 8 | 9 | 9 | 0 | 0 | |

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|---|------------|------------|------------|------------|------------|---|
| Part Time | | | | | | |
| Zoning Official | 1 | 1 | 1 | 2 | 2 | |
| Permit Clerk | 0 | 1 | 0 | 0 | 0 | |
| PT Sub-Total | 1 | 2 | 1 | 2 | 2 | |
| Neighborhood Services/Code Compliance | | | | | | |
| Full Time | | | | | | |
| Director of Administration | 0.5 | 0.5 | 0 | 0 | 0 | |
| Code Compliance Manager | 1 | 1 | 1 | 1 | 0.5 | Partially funded in Building Department |
| Code Compliance Supervisor | 0 | 0 | 0 | 0 | 1 | Part-time ICA converted to full-time employee |
| FT Sub-Total | 1.5 | 1.5 | 1 | 1 | 1.5 | |
| Planning | | | | | | |
| Full Time | | | | | | |
| Planning Director | 1 | 1 | 1 | 1 | 1 | |
| Planning Technician | 1 | 1 | 1 | 1 | 0 | Position converted to ICA |
| FT Sub-Total | 2 | 2 | 2 | 2 | 1 | |
| Community Services | | | | | | |
| Full Time | | | | | | |
| Chief of Operations | 1 | 1 | 0.5 | 0.5 | 0.5 | Partially funded in Public Works |
| Greenspace Maintenance Supervisor | 1 | 1 | 1 | 1 | 1 | |
| Arborist/Field Inspector | 0 | 0 | 1 | 1 | 1 | |
| Community & Leisure Services Coordinator | 1 | 1 | 0 | 0 | 0 | |
| Business Operations Supervisor | 0 | 0 | 1 | 1 | 0 | Position converted to ICA |
| Parks & Athletics Manager | 1 | 1 | 1 | 1 | 1 | |
| Leisure Services Specialist | 1 | 1 | 1 | 1 | 1 | |
| Leisure Services Specialist/Office Specialist | 1 | 1 | 1 | 1 | 1 | |
| FT Sub-Total | 6 | 6 | 6.5 | 6.5 | 5.5 | |
| Part Time | | | | | | |
| Leisure Services Specialist | 2 | 2 | 2 | 0 | 0 | |
| PT Sub-Total | 2 | 2 | 2 | 0 | 0 | |
| Part Time/Seasonal | | | | | | |
| Crossing Guards | 0 | 7 | 7 | 7 | 7 | |
| PT/Seasonal Sub-Total | 0 | 7 | 7 | 7 | 7 | |
| Community Engagement and Outreach | | | | | | |
| Community Engagement & Outreach Director | 0 | 0 | 1 | 1 | 1 | |
| Leisure Services Manager | 1 | 1 | 1 | 1 | 1 | |
| Community Engagement & Outreach Manager | 0 | 0 | 1 | 1 | 1 | |
| Committee and Special Events Coordinator | 1 | 1 | 1 | 1 | 1 | |
| Programs Coordinator | 1 | 1 | 1 | 1 | 1 | |
| Programs Coordinator | 0 | 0 | 1 | 1 | 1 | |
| Recreation Specialist | 0 | 0 | 0 | 1 | 1 | |
| FT Sub-Total | 3 | 3 | 6 | 7 | 7 | |

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|--|-------------------|-------------------|-------------------|-------------------|-------------------|---|
| Seasonal | | | | | | |
| Class Instructors | 6 | 6 | 8 | 8 | 8 | |
| Interns | 2 | 1 | 0 | 0 | 0 | |
| Seasonal Sub-Total | 8 | 7 | 8 | 8 | 8 | |
| Public Works and Capital Improvements | | | | | | |
| Full Time | | | | | | |
| Chief of Operations | 0 | 0 | 0.5 | 0.5 | 0.5 | Position partially funded in Community Services |
| Public Works Director | 1 | 1 | 0.5 | 0.5 | 0.5 | Position partially funded in Stormwater |
| Landscape Supervisor | 1 | 0 | 0 | 0 | 0 | |
| FT Sub-Total | 2 | 1 | 1 | 1 | 1 | |
| Part Time | | | | | | |
| Public Works Senior Designer | 1 | 0 | 0 | 0 | 0 | |
| PT Sub-Total | 1 | 0 | 0 | 0 | 0 | |
| GENERAL FUND SUMMARY | FY 2013-14 | FY 2014-15 | FY 2015-16 | FY 2016-17 | FY 2017-18 | |
| Full time | 37 | 37 | 40 | 32.5 | 31 | |
| Part time | 6 | 6 | 5 | 4 | 4 | |
| Seasonal | 8 | 7 | 8 | 8 | 8 | |
| Part Time/Seasonal | 0 | 7 | 7 | 7 | 7 | |