

TOWN OF MIAMI LAKES

Positions by Department

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	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	1	0	0	0	0	
Deputy Town Clerk	0	0	1	0	0	
PT Sub-Total	1	0	1	0	0	
Town Administration						
<i>Full Time</i>						
Town Manager	1	1	1	1	1	
Director of Administration	1	0.5	0.5	1	1	
Finance Director	1	1	1	1	1	
Comptroller/Senior Accountant	1	1	1	1	1	
Budget Manager	0	1	1	1	1	
Accountant	1	1	1	1	1	
Secretary/Receptionist	2	2	2	1	1	
Procurement Manager	1	1	1	1	1	Temporarily contracted
Procurement Specialist	0	1	1	1	1	
Assistant to the Town Manager	1	1	1	1	1	
IT Systems Administrator	1	0	0	0	0	
Information Technician	1	0	0	0	0	
Accounting Technician	0	0	0	0	1	Converted two part-time positions to one full-time
Grantswriter	1	1	1	1	1	
FT Sub-Total	12.0	11.5	11.5	11	12	
<i>Part Time</i>						
HR Specialist	1	1	1	1	1	
Senior Accountant	1	1	0	0	0	
Accounting Technician	0	0	0	1	0	Converted to full-time status
PT Sub-Total	2	2	1	2	1	
<i>Seasonal</i>						
Interns	2	2	1	1	1	
Seasonal Sub-Total	2	2	1	1	1	
Building and Zoning						
<i>Full Time</i>						
Building Official	1	1	1	1	0	Transferred to Building Fund
Chief Building Inspector	1	1	1	1	0	Transferred to Building Fund
Senior Building Inspector	0	0	1	1	0	Transferred to Building Fund
Permit Clerk Supervisor	1	1	1	1	0	Transferred to Building Fund
Permit Clerk	2	3	3	3	0	Transferred to Building Fund
Facilities Maintenance Coordinator	1	1	1	1	0	Transferred to Facilities Maintenance Fund
Records Management - Scanning	1	1	1	1	0	Transferred to Building Fund
FT Sub-Total	7	8	9	9	0	

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Part Time						
Zoning Official	1	1	1	1	1	
Permit Clerk	1	0	1	0	0	
PT Sub-Total	2	1	2	1	1	
Neighborhood Services						
Full Time						
Director of Administration	1	0.5	0.5	0	0	
Code Compliance Manager	1	1	1	1	1	
FT Sub-Total	2	1.5	1.5	1	1	
Planning						
Full Time						
Planning Director	1	1	1	1	1	
Planning Technician	1	1	1	1	1	
FT Sub-Total	2	2	2	2	2	
Community Services						
Full Time						
Chief of Operations	0	0	0	0.5	0.5	Partially funded in Public Works
Community & Leisure Services Director	1	1	1	0	0	
Landscape Supervisor	0	0	0	0	0	
Greenspace Maintenance Supervisor	1	1	1	1	1	
Arborist/Field Inspector	0	0	0	1	1	
Community & Leisure Services Coordinator	1	1	1	0	0	
Business Operations Supervisor	0	0	0	1	1	
Parks & Athletics Manager	1	1	1	1	1	Title reclassified from Athletics Facilities Supervisor
Leisure Services Specialist	1	1	1	1	1	
FT Sub-Total	5	5	5	5.5	5.5	
Part Time						
Leisure Services Specialist	4	2	2	2	1	2 Part-time positions combined (Receptionist & Leisure Services Specialist) to full time Recreation Assistant
PT Sub-Total	4	2	2	2	1	
Part Time/Seasonal						
Crossing Guards	0	0	7	7	7	
PT/Seasonal Sub-Total	0	0	7	7	7	
Economic Development, Leisure Services and Communications						
Economic Development and Communications Director	0	0	0	1	1	
Leisure Services Manager	1	1	1	1	1	
Committee and Special Events Coordinator	1	1	1	1	1	
Leisure Programs Coordinator	1	1	1	1	1	
Recreation Program Specialist	0	0	0	1	1	
Recreation Assistant	0	0	0	0	1	Two part-time positions combined (Receptionist & Leisure Services Specialist) to full time status
Community Engagement & Outreach Manager	0	0	0	1	1	Title reclassified from Communications Specialist
FT Sub-Total	3	3	3	6	7	

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Seasonal						
Class Instructors	6	6	6	8	8	Transferred from Community Services
Interns	2	2	1	0	0	Transferred from Community Services
Seasonal Sub-Total	8	8	7	8	8	
Public Works and Capital Improvements						
Full Time						
Chief of Operations	0	0	0	0.5	0.5	Position partially funded in Community Services
Public Works Director	1	1	1	0.5	0.5	Position partially funded in Stormwater
Landscape Supervisor	1	1	0	0	0	
FT Sub-Total	2	2	1	1	1	
Part Time						
Public Works Senior Designer	0	1	0	0	0	
PT Sub-Total	0	1	0	0	0	
GENERAL FUND SUMMARY	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	
Full time	36	36	36	39	32	
Part time	9	6	6	5	3	
Seasonal	8	8	7	8	8	
Part Time/Seasonal	0	0	7	7	7	
SPECIAL REVENUE FUND - TRANSIT						
Full Time						
Transit Coordinator	0	0	1	1	1	
FT Sub-Total	0	0	1	1	1	
Part Time						
Transit Coordinator	1	1	0	0	0	
PT Sub-Total	1	1	0	0	0	
BUILDING FUND						
Full Time						
Building Official	0	0	0	0	1	Transferred from General Fund
Chief Building Inspector	0	0	0	0	1	Transferred from General Fund
Senior Building Inspector	0	0	0	0	1	Transferred from General Fund
Permit Clerk Supervisor	0	0	0	0	1	Transferred from General Fund
Permit Clerk	0	0	0	0	3	Transferred from General Fund
Records Management - Scanning	0	0	0	0	1	Transferred from General Fund
FT Sub-Total	0	0	0	0	8	
Part Time Building Inspectors and Plan Reviewers		based on hours	based on hours	based on hours	based on hours	
STORMWATER UTILITY FUND						
Full Time						
Public Works Director	0	0	0	0.5	0.5	Position partially funded in Public Works
Public Works Manager	1	1	1	0	0	
Stormwater Analyst	0	0	0	1	1	
Vacuum Truck Driver	1	1	1	1	1	
Vacuum Truck Driver Assistant	1	1	1	1	1	
FT Sub-Total	3	3	3	3.5	3.5	
FACILITY MAINTENANCE FUND						
Full Time						
Facility Maintenance Coordinator	0	0	0	0	1	Transferred from Building and Zoning
FT Sub-Total	0	0	0	0	1	