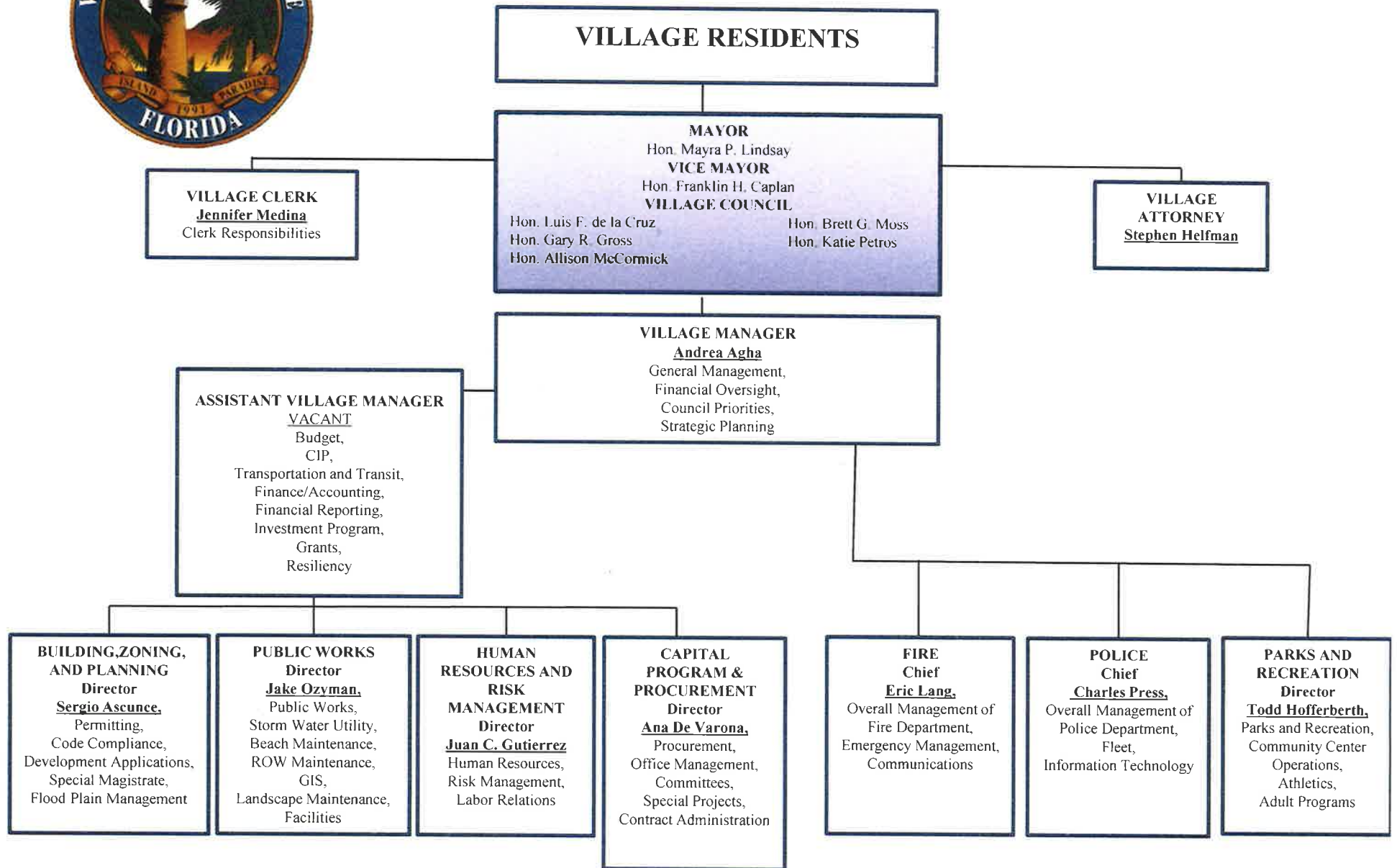




Village of Key Biscayne
FUNCTIONAL ORGANIZATIONAL CHART



VILLAGE OF KEY BISCAYNE

Positions by Department

	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	Comments
Village Manager (02)						
<i>Full Time</i>						
Village Manager	1	1	1	1	1	
Assistant Manager	0	0	0	0	1	
Finance Director	1	1	1	1	0	
Chief of Staff/Deputy Clerk	1	1	1	0	0	
Human Resources Coordinator	1	1	1	0	0	
Human Resources Director	0	0	0	1	1	
IT Administrator	1	1	1	1	1	
Procurement/Sustainability Director-Asst. to Manager	0	1	1	1	1	75% Manager, 25% Stormwater
Accounting Clerk	0	0	0	1	1	
Administrative Services Manager	1	0	0	0	0	
Assistant to IT Administrator	1	1	1	1	1	
Receptionist	0	1	0	1	1	
FT Sub-Total	7	8	7	8	8	
Village Clerk (03)						
<i>Full Time</i>						
Village Clerk	1	1	1	1	1	
Assistant to Clerk	1	1	1	1	0	
Executive Assistant	0	0	0	0	1	
FT Sub-Total	2	2	2	2	2	
Building						
<i>Full Time</i>						
Director	1	1	1	1	1	67 % Building, 33% P&Z
Building Official	1	1	1	1	1	95% Building, 5% P&Z
Chief Permit Clerk	1	1	1	1	1	
Permit Clerks	2	2	3	3	3	
Code Enforcement/Permit Clerk	1	1	0	0	0	
Executive Assistant-Code Enforcement	0	0	1	1	1	
Administrative Assistant*	1	1	1	0	0	
Chief Code Enforcement Officer	1	1	1	1	1	
Code Compliance Officer	1	1	1	2	2	
Chief Building Inspector	1	1	1	1	1	
Chief Electrical Inspector	1	1	1	1	1	
Chief Plumbing Inspector	1	1	1	1	1	
Building Inspector	1	1	1	1	1	

Sr. Executive Assistant	1	1	1	1	1	
Administrative Services Manager	1	0	0	0	0	
FT Sub-Total	15	14	15	15	15	
Part Time						
Part Time Permit Clerk	1	1	0	0	0	
Part Time Chief Mechanical Inspector	1	1	1	1	1	
Part Time Inspector	3	3	3	3	3	
Receptionist/Greeter	0	0	0	0	1	
Part Time Plan Reviewer	0	0	0	1	0	Changed to contract
PT Sub-Total	5	5	4	5	5	
Planning and Zoning						
Planner	1	1	1	1	1	Reclassification from Plan Reviewer (Non-Exempt) to Planner (Exempt)
FT Sub-Total	1	1	1	1	1	
Police (08)						
Full Time						
Chief of Police	1	1	1	1	1	
Deputy Chief of Police	2	2	2	2	2	
Police Lieutenants	3	3	3	3	3	
Police Sergeants	4	4	4	5	5	
Police Officer	22	24	26	25	25	
Fleet Maintenance & Service Coordinator	0	0	0	1	1	
Municipal Utility Workers	1	1	1	1	1	
Sr. Municipal Utility Worker	1	1	1	0	0	
Information Systems Administrator	1	1	1	1	1	
Sr. Executive Assistant	1	1	1	1	1	
Executive Assistant		1	1	1	1	
Administrative Assistant	1	0	0	0	0	
Administrative Services Manager	1	1	1	1	1	
Executive Services Administrator	0	0	0	0	1	
Dispatchers	4	4	4	4	3	
CSA/Property & Evidence Custodian	1	0	0	0	0	
Communications Supervisor	1	1	1	1	1	
FT Sub-Total	44	45	47	47	47	
Part Time						
Crossing Guards	7	7	0	0	0	
PT Sub-Total	7	7	0	0	0	
Fire (06)						
Full Time						
Fire Chief	1	1	1	1	1	
Deputy Fire Chief	2	2	2	2	2	
Fire Captains	4	4	4	3	3	
Executive Assistant to the Fire Chief	1	0	0	0	1	
Fire Lieutenants	5	5	5	7	7	
Drivers/Engineers	12	12	12	12	12	
Firefighters/Paramedics	14	14	14	14	14	
Administrative Assistant	0	1	1	1	0	
FT Sub-Total	39	39	39	40	40	
Part Time						
Part Time Inspectors - Fire Prevention	0	1	1	1	1	
Part-Time Community Outreach Liaison	0	1	1	1	1	
Part Time Sub-Total	0	2	2	2	2	

Public Works (10)						
Full Time						
Public Works Director	0	0	0	0	1	85% Public Works, 15% Stormwater
Public Works Superintendent	1	1	1	1	0	
Sr. Executive Assistant to the Director	1	1	1	0	0	
Maintenance Worker	0	1	1	1	1	90% Public Works, 10% Stormwater
Maintenance Supervisor #1	1	1	1	1	1	80% Public Works, 20% Stormwater
Maintenance Supervisor #2	1	0	0	0	0	
GIS Specialist	0	0	0	1	1	50% Public Works, 50% Stormwater
Administrative Assistant to the Public Works Division	0	0	1	1	1	90% Public Works, 10% Stormwater
FT Sub-Total	4	4	5	5	5	
Part-Time						
Part-Time Storm Water Representative	1	1	1	1	1	100% Stormwater
Part-Time Special Projects Coordinator	0	0	0	0	1	100% Stormwater
PT Sub-Total	1	1	1	1	2	
Parks & Recreation (11)						
Full Time						
Parks & Recreation Director	1	1	1	1	1	
Assistant Parks & Recreation Director	1	1	1	1	1	
Executive Administrative Assistant	1	1	1	1	1	
Special Projects Coordinator *	1	0	0	0	0	
Administrative Assistant	0	1	1	1	1	
FT Sub-Total	4	4	4	4	4	
Community Center (12)						
Full Time						
Youth Services Coordinator	1	1	1	1	1	
Front Desk Manager	1	1	1	1	1	
Adult Program Mgr.	1	1	1	1	1	
Recreation Supervisor	1	0	0	0	0	
Senior Recreation Supervisor	0	1	1	1	1	
Gym Attendant	1	1	1	1	1	Prorated 33.3% to each CC, Police and Fire
Head Lifeguard	0	0	0	0	1	Convert 2 PT to 1 FT
FT Sub-Total	5	5	5	5	6	
Part-Time						
Life Guards	9	9	9	9	7	
Room Monitors	23	23	23	23	23	
Toddler Room	4	4	4	4	4	
Front Desk	10	10	10	10	10	
PT Sub-Total	46	46	46	46	44	
Seasonal						
Summer Camp Counselor	10	10	10	10	10	Seasonal
Seasonal Sub-Total	10	10	10	10	10	
Athletics (13)						
Full Time						
Athletics Coordinator	1	1	1	1	1	
Assistant Athletics Coordinator	1	1	1	1	1	
FT Sub-Total	2	2	2	2	2	
Part-Time						
Part -Time Personnel	3	3	3	3	3	
PT Sub-Total	3	3	3	3	3	

TOTAL-Full Time	123	124	127	129	130	
TOTAL-Part Time	62	64	56	57	56	
TOTAL Seasonal	10	10	10	10	10	
GRAND TOTAL	195	198	193	196	196	