



Village of North Palm Beach (FL)
Village Manager

CLASS CODE	A201	SALARY	\$0.00 Annually
ESTABLISHED DATE	April 01, 2024	REVISION DATE	April 29, 2024

Job Description

** This is position is a contracted position. Salary and benefits will be negotiated with Village Council and the Village Attorney **

As a direct report to the Village Council, the Village Manager serves as the Chief Executive Officer of the Village of North Palm Beach and is responsible for the overall operations and oversight of the Village. The Village Manager provides clear direction, support and accountability through an operational framework that guides and empowers Village staff to serve the public interests and needs of the citizens of North Palm Beach in an ethical, fair and respectful manner.

Essential Functions

- Maintain, update and implement the comprehensive, strategic plan focused on the development of organizational goals and objectives in collaboration with Village Council that serve North Palm Beach.
- Integrate the Village strategic plan and annual budgeting through a unified process.
- Provide Village Council with a recommended budget that allows for the implementation of the strategic plan and Village-wide goals. Provide recommendations for regarding tax rates, utility rates and user fees to fund the General Fund, Capital Improvement Fund, Stormwater Utility Fund and Country Club Enterprise Fund.
- Direct services to be delivered as set forth in the Citizens’ Master Plan, the annual strategic plan and budget and Council priorities.
- Provide leadership and oversight of Village-wide governance, functions, services and projects.
- Encourage program and service improvements that allow the Village to keep pace with the needs of the community.
- Ensure that the management of Village services and programs occurs in an efficient and effective manner.
- Work with the Village Council in developing and communicating the Village’s “resident service” vision.
- Strengthen and guide the Village organization to meet public needs and provide services.
- Provide supervision for all departments, offices and agencies of the Village.
- Review and report on the operation and effectiveness of the Village ordinances as directed by Village Council
- Prepare agenda materials that presents opportunities, solutions and options from which the Village Council may develop policy decisions and make public service choices.
- Research, develop and recommend Village-wide and departmental policies and procedures.
- Attend and participate in all Village Council meetings, unless excused by Village Council.
- Act as staff advisor to the leaders and provide guidance when required to various boards, committees and commissions.
- Participate and represent the Village at various area-wide and intergovernmental organizations.

- Enhance access to government through various communication channels and initiatives.
- Function in a negotiator capacity for all Village collective bargaining initiatives.
- Provide leadership in key human resource areas by setting example for honesty, integrity, safety, and equitable treatment of staff.

(The above list of essential functions is not meant to be all-inclusive. Other duties may be required and assigned.)

Minimum Qualifications

- Bachelor's degree in administration, management or related field with preference for a Master's degree in Business or Public Administration (MBA or MPA).
- Ten (10) or more years of progressively responsible experience in local government administration and management.
- Knowledge of applicable local, state and federal rules, laws and regulations impacting municipalities.
- Ability to coordinate project activities with various administrative, technical and operating disciplines.
- Ability to communicate effectively both verbally and in writing.
- Ability to delegate, mentor and build collaborative teams.
- Ability to work transparently with elected officials, residents and staff.
- Evidence of strong customer service and outstanding people skills.
- Evidence of humility, respect and compassion for others.
- Excellent communication and negotiation skills with a track record of achievement.
- Agrees to establish residency within the Village's boundaries within one (1) year of hire unless a majority of the Village Council agrees to waive the requirement.

Physical/Environmental Requirements

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work, and may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

ENVIRONMENTAL REQUIREMENTS:

Work is performed in normal office conditions with infrequent exposure to disagreeable environmental factors.