



THE CITY OF MADEIRA BEACH, FL
INVITES YOUR INTEREST IN THE POSITION OF
CITY MANAGER

THE COMMUNITY

The City of Madeira Beach, affectionately known as “Mad Beach,” is a charming and lively coastal community nestled along Florida’s central west coast in Pinellas County. With its sun-drenched shoreline stretching for two miles along the Gulf Coast, Madeira Beach is celebrated for its pristine white-sand beaches, sparkling turquoise waters, and laid-back island lifestyle. Its unique blend of small-town character and resort-style amenities has made it a beloved destination for both residents and visitors from around the world.



The city has just over 4,000 full-time residents and is approximately one square mile in size. The city embraces a strong sense of community while welcoming millions of tourists each year who come to enjoy its fishing heritage, waterfront dining, and year-round outdoor recreation. Known as the “Grouper Capital of the World,” Madeira Beach hosts the annual John’s Pass Seafood Festival every October, one of Florida’s largest and most popular coastal celebrations, honoring its maritime roots and vibrant local culture.

John’s Pass Village & Boardwalk serves as the heart of the entertainment district, offering more than 100 shops, restaurants, and attractions overlooking the bustling waterway. Guests can experience world-class deep-sea fishing, dolphin-watching cruises, parasailing, jet-skiing, and boutique shopping, all in one dynamic setting. Just offshore, visitors will find abundant opportunities for snorkeling, paddling, and exploring the area’s rich marine ecology.

Madeira Beach places a high value on protecting its natural resources, including its award-winning public beaches and important sea turtle nesting habitat. Its scenic parks, waterfront green spaces, and newly improved recreational facilities encourage residents and guests alike to enjoy the fresh air, sunshine, and coastal adventure year-round. Whether strolling the beach at sunset, casting a line from the pier, or savoring fresh seafood by the water, Madeira Beach offers a welcoming and unforgettable slice of Florida’s Suncoast lifestyle.

THE AGENCY

The City of Madeira Beach operates under a commission-manager form of government. Legislative authority rests with the Board of Commissioners, which serves as the policymaking body. The Board consists of the Mayor (elected at-large) and four District Commissioners, also elected at-large but representing designated districts. Terms of office are staggered: the District Commissioners serve

two-year terms, while the Mayor serves a three-year term. The Board of Commissioners appoints the City Manager, City Clerk, City Attorney, and City Treasurer.

The City’s adopted budget for FY 2026 shows a millage rate of 2.75 mills (unchanged from the prior year). It highlights that ad valorem taxes and parking revenues represent significant sources of revenue. The City’s annual adopted FY2026 budget includes a general fund of \$18.3 million and a five-year CIP Budget of \$13.7 million. It also reflects a full-time equivalent (FTE) count of approximately 82.25 staff, a modest size reflecting

the city’s relatively small population and compact geography. The budget emphasizes fiscal accountability, transparency, and infrastructure investment, citing projects such as beachfront groin restoration, stormwater/drainage improvements, and the construction of a new parking garage in the John’s Pass area.

Service delivery in Madeira Beach covers core municipal functions including fire and emergency medical services, marina operations, parks and recreation, public works (stormwater, sanitation, roads, beach maintenance), zoning/building permitting, and contract law enforcement. The City contracts with the Pinellas County Sheriff’s Office for police services.

Parks and recreation amenities include neighborhood parks, beachfront open space, and marina access, while key infrastructure responsibilities include beachfront groin and pier maintenance, dike and flood mitigation, and support of the tourism economy (especially around the John’s Pass Village & Boardwalk). The City emphasizes both resident quality of life and visitor amenities in its strategic planning.

The City’s overall profile is that of a compact, well-managed seaside city balancing resident services with tourism infrastructure and environmental resilience. The budget and service footprint reflect the City’s dual role as a full-service municipality and a coastal destination, and the governance, budgeting, and operational structure provide a stable foundation for both community living and visitor activity.

THE POSITION

As a Charter employee, the City Manager is appointed by the Board of Commissioners and is a highly responsible administrative and management position. The City Manager serves as the Chief Administrative Officer charged with executing the Board’s policies and directives and administering and managing the City’s day-to-day operations. The Board

of Commissioners provides policy guidance and direction to the City Manager, who is responsible for implementing those policies.

Goals and objectives for the City Manager in 2026 include:

- Continue ensuring City-wide financial transparency, accountability, and responsibility through development of the public portal, budget preparation/adoption/amendment processes, and monthly reporting.
- Ensure adequate resources, including but not limited to law enforcement, fire/rescue, code & buildings enforcement, and marina/boating safety, to ensure a very safe and secure city.
- Enhance employee appreciation programs for wellness, retention, and overall workplace morale, including a health fair, appreciation events/activities, and recognition.
- Enhance resident participation/interaction through social media, broadcasts, events/activities, and regular/special meetings to better engage residents and assess the quality of City services.
- Research, apply for, and secure Federal, State, and local grants to enhance city operations and capital projects, particularly in fire, infrastructure, sustainability, streets, and stormwater.
- Enhance development/redevelopment strategies to best manage balancing preservation of existing residential neighborhoods/areas with commercial investment centered on tourism.
- Ensure the overall economic well-being of environmental, coastal, residential, and tourism industries.
- Continue promoting the city as an excellent tourist/visitor destination, working with numerous partners to also incorporate additional tourism infrastructure opportunities.
- Continue sustainability/green initiatives to enhance environmental conditions through renewable and/or less invasive energy sources such as solar, electric vehicles, reduced single-stream plastics, recycling, and more.

The City Manager's responsibilities include, but are not limited to:

- Provides efficient and proper administration of all City affairs as defined in the City Charter.
- Appoints employees and appointive administrative officers provided for under the City Charter, except as otherwise provided by law, the City Charter, or Personnel Policies and Procedures adopted pursuant to the Charter.
- Directs and supervises the administration of all departments, offices, and agencies of the City, except as otherwise provided by the Charter or by law.
- Attends all Board of Commissioners meetings and participates as provided by the Charter.
- Ensures that all laws, provisions of the Charter, and directives of the Board of Commissioners, subject to enforcement by them or by officers subject to their direction and supervision, are faithfully executed.



- Recommends to the Board of Commissioners for adoption such measures as they may deem necessary or expedient in the interest of the City. Prepares and submits an annual itemized budget, budget message, and capital improvements program to the Board of Commissioners in a form as provided by ordinance.
- Keeps the Board of Commissioners fully informed of the City's financial condition and future needs, and makes such recommendations concerning the City's financial affairs as deemed necessary.
- Makes such other reports as the Board of Commissioners may require concerning the operations of the City departments, offices, and agencies subject to their direction and supervision.
- Submits to the Board of Commissioners and makes available to the public a complete report of the finances and administrative activities of the City at the end of each fiscal year.
- Sees that all terms and conditions imposed in favor of the City or its inhabitants in any public utility franchise are faithfully kept and performed; and upon knowledge of any violation thereof, they shall call the same to the attention of the City Attorney.
- Serves as the purchasing agent of the City, by whom all purchases shall be made in accordance with the Charter, ordinances, and regulations as the Board of Commissioners may from time to time prescribe.
 - Maintains community respect with the City of Madeira Beach through good public relations and by keeping residents informed of city progress and policies as required.
 - Discusses problems and complaints with residents, business owners, and others, or refers them to the appropriate official for action.

- Directs and/or delegates the media relations activities of the City.
- Studies and/or directs the analysis of policies related to salaries, duties, responsibilities, safety, training, morale, efficiency, and various other personnel and operations/organization policies of the City.
- Visualizes, documents, and communicates the City's current and future goals and objectives.
- The City Manager or their designee shall attend meetings of various City Boards that may exist from time to time in an advisory capacity only and shall not have a vote in the related deliberations.
- Performs such other duties as are specified in the Charter or may be required by the Board of Commissioners.



All employees may be required to report to work during a declared disaster. May be required to maintain a valid Florida Driver's License.

COMPENSATION

The starting salary is open and dependent upon qualifications and is accompanied by a competitive benefits package. Florida does not have a state income tax.

TO APPLY

If interested in this outstanding opportunity, visit our website at www.srnsearch.com and apply online. The first review of resumes will take place on XXXXXX; the position is open until filled. Resumes will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references. References will be contacted only following candidate's consent. Final interviews will be held with the City of Madeira Beach. Candidates will be advised of the status of the recruitment following the selection of the City Manager.

Questions should be directed to:

S. Renée Narloch, President or
Elliott Pervinich, Vice President
S. Renée Narloch & Associates
info@srnsearch.com | 850.391.0000
www.srnsearch.com

In accordance with Florida's Public Records/Sunshine Laws, resumes and applications are subject to public disclosure.

IDEAL CANDIDATE

The ideal candidate is an effective leader with an open, inclusive management style and strong administrative and management skills, who provides clear guidance and direction, sets expectations, and holds staff accountable.

The selected candidate will be approachable, transparent, and proactively engage with the community. The City Manager must build relationships, both internal and external to the organization, and possess exceptional interpersonal and communication skills.

The successful candidate will be a self-starter who is innovative, collaborative, progressive, and solutions-oriented and will anticipate issues and provide recommendations, options, and alternatives as needed.

The City Manager will encourage, mentor, and develop staff. Must have the skills and ability to deal tactfully and effectively with staff.

Requirements include a Bachelor's degree in Public Administration, Business, Management, or other closely related field from an accredited four-year college or university; a Master's degree is preferred. Must have a minimum of seven (7) years progressive experience in municipal government, with two (2) years preferably as a City or Assistant City Manager. The City Manager must be a member in good standing of the International City/County Management Association (ICMA) and the Florida City and County Managers Association (FCCMA) and be able to become a Credentialed Manager within two years of the hire date.

