

(Last update by the Board of Commissioners in 2021)



City of Madeira Beach, Pinellas County, Florida

City Manager – Job Announcement Open until October 17, 2021 Salary Commensurate With Experience

Please apply electronically on the City of Madeira Beach's website:
<https://madeirabeachfl.gov/employment-opportunities-2/>

The City of Madeira Beach is aggressively recruiting for a proactive and well-versed city manager. The city benefits from one of the most pristine and beautiful sunsets on the Gulf Coast of Florida, and in 2021 was selected as the 9th best beach in the country by TripAdvisor. With a population of 4,400 residents, a median home value of \$403,000, and a median household income of \$60,773, Madeira Beach is a quintessential Florida beach community. With 51% of the population are family households, and with a large population of retirees, the City of Madeira Beach has a lot to offer everyone. With one of the most unique shopping and entertainment destinations in the state at John's Pass Village, along with some of the world's best fishing tournaments, the City of Madeira Beach is ideal for water recreation and/or fishing enthusiasts. The Board of Commissioners consists of five elected officials. There are four district commissioners who all serve a two-year term, and the mayor serves a three-year term. This \$18 million municipal corporation possesses one of the lowest tax rates in the state of Florida at 2.7500 mills, and it provides a full-service recreation department, a sanitation division, a marina, public works, community development, finance, city administration, a parking division, a fire department, and much more. The Pinellas County Sheriff's Department provides law enforcement services and assists with code compliance and community policing.

The city manager should possess excellent written and verbal communication skills, as well as a strong understanding of the importance of balancing the eclectic nature of the community for both residents and developers, to ensure that projects are pursued with a win-win approach. Coastal experience, preferably in Florida, is required.

Furthermore, it is highly desirable that the city manager possess strong interpersonal skills and the ability to solve conflicts and challenges in multiple situations. An understanding of general business practices and principles is a plus, along with an understanding of the importance of preserving the environment and the ecosystem, which makes Madeira Beach one of Florida's most pristine beach communities. The manager must support the Department Directors and help them complete their mission.

In closing, at the time of hire, the city manager **must** be a member of and maintain membership in good standing in the International City/County Management Association (ICMA) and the Florida City and County Management Association (FCCMA).

Roles and Responsibilities (Synopsis):

- As the chief administrative officer of the city, the person assumes responsibility for the efficient and proper administration of all city affairs as defined in the city charter.
- Ensures that all laws, provisions of the charter, and directives of the Board of Commissioners are enforced by him/her or by officers who are subject to his/her direction and supervision, and that they are faithfully executed.
- Recommends to the Board of Commissioners the adoption of measures that he/she deems necessary for the benefit of the city. Prepares and submits an annual itemized budget, a budget message, and a capital improvements program to the Board of Commissioners as provided by the ordinances.
- Drafts other reports that the Board of Commissioners requires concerning the operations of the city departments, offices, and agencies subject to his/her direction and supervision.

Qualifications:

The Board of Commissioners is seeking a candidate who has graduated from an accredited four-year institution with a bachelor's degree in public administration, business administration, management, or a closely related field. A master's degree is highly desirable and preferred, and a credentialed manager vis-à-vis the ICMA is required at the time of hire. Executive experience of at least seven years in municipal governments and two years minimum in the role of a city manager and/or an assistant city manager is preferred. Knowledge of municipal government at the local, state, and federal levels is highly desirable, specifically regarding general laws, ordinances, resolutions, and other elements associated with serving in a chief-level executive position. Possess a strong track record of finding and obtaining grants.

Important Note: The Board of Commissioners reserves the right to edit, modify, change, or alter the timeframe or criteria legislatively if deemed necessary or in the best interest of the city.

- Candidates are prohibited from lobbying, contacting, and engaging in conversations with elected officials outside of the executive recruitment process. Candidates who engage in these activities could be eliminated from consideration. All questions and comments should be directed to the human resources staff.
- **Final candidates will undergo a background check prior to a formal job offer.**
- The statements noted above are intended to describe the general nature and level of work being performed. They are not to be construed as a comprehensive list of responsibilities, duties, and skills required. These statements are subject to change at the discretion of the employer.
- Reasonable accommodation will be made for otherwise qualified individuals with a disability.
- All applications will become public record under Florida law.
- AA/EOE/DFWP
- Applications Accepted Until October 17,2021
- Submit complete application for employment to: <https://madeirabeachfl.gov/jobs>.