



City of
PAHOKEE
FLORIDA

**CITY MANAGER'S
ROLE / RESPONSIBILITIES
& HR HIRING PRACTICES**

City Manager's Role

- ▶ **To Provide direction and guidance to department heads.**
- ▶ The City Manager is the Chief Administrative Officer for the city, providing executive leadership and representation on all matters concerning city government. The duties and responsibilities of the City Manager are determined by the City Commission in compliance with the City Charter and state statutes. Responsible for planning, directing, managing, and reviewing all activities and operations of the city; coordinates programs, services, and activities among city departments and outside agencies; ensures the financial integrity of the municipal organization; represents the city's interests; provides highly responsible and complex policy advice and administrative support to the Mayor and City Commission.

City Manager's Responsibilities

- ▶ Comprehensive analyses of a wide range of municipal policies; prepare policy and procedural proposals for review and adoption by the City Commission.
- ▶ Attend all City Commission meetings and workshops.
- ▶ Oversee the preparation of meeting agendas and supporting materials; present recommendations to Commission; and respond to questions and direction from City Commission.
- ▶ Direct/Oversee/Monitor the development and administration of the City's budget; directs the forecast of funds needed for staffing, equipment, materials, and supplies; controls expenditures; and keeps the City Commission fully informed on matters related to the financial condition of the city.
- ▶ Authorize and oversee the administration of grant proposals ensuring all requirements for funding and operations can be met within City policies. • Execute deeds, deeds of trust, easements, releases, contracts and other instruments binding the City to financial obligations.

City Manager's Responsibilities

- ▶ Execute deeds, deeds of trust, easements, releases, contracts and other instruments binding the City to financial obligations.
- ▶ Responds to and resolves sensitive inquiries and complaints from both internal and external sources.
- ▶ Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and termination.
- ▶ Develop and maintain positive working relations with other local governments and state/federal agencies.
- ▶ Develop and implement capital improvement and strategic plans for a wide range of municipal activities.
- ▶ Research, analyze, and make recommendations for cost effective improvements in City operations.

City Manager's Responsibilities

- ▶ Work with department heads to design, evaluate and administer departmental programs and services.
- ▶ Member of Emergency Management Team required to remain within the City in the event of disaster or Act of God.
- ▶ Assists with city functions and performs other duties as required or necessary.

Hiring Principals

Performance

- We believe in strong, sustained performance from all employees; we hold those in critical roles to a higher performance standard.

Behaviors

- An individual's behaviors meaningfully influence how they are compensated and their ability to move forward at our company.

Accountability

- Managers are accountable to build the quality and depth of their team, improving the company's capacity to achieve success.

Hiring Principals

Transparency

- We share information with employees about how far and how fast they can advance at our city.

New Hires as of 2022

Louis Gonzalez

Leah Darlington

Veronica Padilla

Ms. Peggy Boule-Washington

Ms. Jongelene Adams

Mr. Rodney Lucas

Ms. Maria Rivera

Mr. Carlos Mangual

Pahokee is in search of new Talent

**We are in search of great talent to
join our City to grow our community
stronger than it has ever been.**

Pahokee Hiring Principals and Process

Open positions are posted to the public through various means including: Indeed, city website, Florida league of Cities, Florida City & County Management Association, Hispanic Chamber of Commerce, Central Palm Beach County Chamber of Commerce, Florida Govt. Finance Officers Association, National Forum for Black Public Administrators, and the American Society for Public Administrators

Indeed.com
cityofpahokee.com
floridaleagueofcities.com/research-resources/jobs
fccma.org/jobs

www.cpbchamber.com
hispanicchamberpbc.com
fgfoa.org/resources/job-postings
careers.nfbpa.org/jobseekers
www.publicservicecareers.org

Hiring process explained

Open Positions

- Department identifies open positions due to attrition (employee retirement, resignation, or termination) or established the need for additional staffing
- New positions must be identified by the department director, job description and title associated with the position created or tied to existing descriptions and titles within the City, and pay range for position identified in alignment with existing pay ranges. The dept. the director must also be able to show that any new position is fully funded in the current fiscal year budget or for the new fiscal year if that is when the position will begin.

Position Advertised

- Position advertised on numerous platforms (see the previous slide) for a minimum of 30 days or until the position is filled.
- Applications are reviewed against minimum requirements as stated in the job description and all matching applicants are offered opportunities to interview with the panel for the open position.
- The City of Pahokee is a “Ban the Box” city and does not require applicants to disclose criminal history on their application
- The City of Pahokee grants applicants Veterans preference in the interview scoring tally for all applicants that voluntarily disclose their status

Offer and Post-Offer Process

- Following interviews of the applicants, the panel's rating sheets are tallied. Veterans' Preference percentage is applied to the total applicant score if relevant and the candidate with the highest overall score is declared.
- The best-qualified candidate is made a preliminary offer of employment contingent upon successful completion of a background screening, physical, and drug screen all as outlined in the City of Pahokee Personnel Rules and Regulations.

Cities Current Positions

The City currently has 52 Budgeted Positions. Currently there are 13 open positions to fill

- ▶ Accounts Payable Clerk
- ▶ Administrative Assistant
- ▶ Clerk Specialist
- ▶ Custodian/Maintenance (Parks & Recreation)
- ▶ Director of Finance
- ▶ Driver & Group Leader
- ▶ Executive Administrative Assistant
- ▶ Grant Writer
- ▶ Human Resources Director
- ▶ Marina Store Manager
- ▶ Program Specialist 1
- ▶ Public Works Clerk
- ▶ Pad Attendant (Part time-Seasonal)