



Job Title:	City Manager		
Department/Group:	City Hall	Supervisor:	Board of Commissioners
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	Starting Salary of \$125,000 DOQ	Position Type:	Full Time
HR Contact:	Karen Paulson	Date Posted:	11/21/2017
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	12/21/2017
Applications Accepted By:			
FAX OR E-MAIL: (727) 399-1131 OR humanresources@madeirabeachfl.gov Subject Line: City Manager Attention: Human Resources – Recruiting		MAIL: City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
Job Description			

POSITION OVERVIEW

As a Charter employee this position is filled by appointment of the Board of Commissioners. Highly responsible administrative and management work as the chief administrative office of the City in directing and coordinating all aspects of the City of Madeira Beach’s municipal government. Work involves the management and supervision of activities related to the City in accordance with the policies adopted by the ordinances. The person in this position is solely accountable for the fulfillment of all duties and authority commensurate with the assigned responsibilities.

ROLE AND RESPONSIBILITIES

- As the chief administrative officer of the City responsible for the efficient and proper administration of all City affairs as defined in the City Charter.
- Appoints, and when deemed necessary for the good of the City, suspends, or removes all City employees and appointive administrative officers provided for und 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 him/her or by officers subject to his/her direction and supervision, and are faithfully executed.
- Recommends to the Board of commissioners for adoption such measures, as he/she may deem necessary of 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 advised as to the financial condition and future needs of the City and makes such recommendations to the Board of commissioners concerning the financial affairs of the City, as he/she deems necessary.
- Makes such other reports as the Board of commissioners may require concerning the operations of the City departments, offices and agencies subject to his/her 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, he/she 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 to appropriate official for appropriate action.
- Directs and/or delegates the media relations' activities of the City.
- Studies and/or directs the study 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 both current and future goals and objectives of the City.
- The City Manager or his/her 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.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Graduation from an accredited four-year college or university with a Bachelor's degree in Public Administration, Business, Management or other closely related field. Master's degree preferred.
- Minimum seven years progressive experience in municipal government, or county government management, including experience in a senior management position or any equivalent combination of training and experience preferred.
- Knowledge of laws and administrative policies governing municipal activities and operations of municipal government.
- Ability to delegate authority and responsibility to department heads and others and to maintain an effective organization.
- Ability to express oneself clearly in writing and orally and to appear before groups of citizens and other groups and the Board of commissioners to present data and programs which relate to and enhance the continued efficient operation of the City of Madeira Beach.
- Knowledge of municipal government relationships to County, State and Federal government organizations.
- Experience in managing multiple redevelopment and/or capital improvement projects and related contract management.
- Knowledge and experience in disaster planning and execution of such plans.



- Ability to assess the effectiveness and efficiency of the city's organizational infrastructure and maximize the utilization of available resources.
- Possesses the requisite knowledge and skills to oversee the preparation of the annual budget and capital improvements program.
- Ability to professionally and diplomatically present opinions and recommendations that are in the best interest of the City.
- Ability to effectuate discipline fairly and firmly as circumstances warrant such action.
- Knowledge of personnel and labor laws, rules, regulations and related issues.

PREFERRED SKILLS

- Should be an active member or will become a member, upon employment by the City, with the International City/County Management Association (ICMA), the Florida League of Cities, and able to become a Credentialed Manager within two years of hire date.

ESSENTIAL PHYSICAL SKILLS

- Performs executive level administrative work primarily in office conditions. Ability to effectively communicate both orally and in writing. May frequently be required to be in outdoor environments with visits to Fire Department emergency scenes, public works projects, and redevelopment projects and other related City activities and event.

NOTE: *Reasonable accommodation considerations will be made for otherwise qualified individuals with a disability.*

Cover letters and resumes may be included but are not accepted in lieu of application form.

All applications will become public record under Florida law. AA/EOE/DFWP

Submit complete application for employment to:
Karen Paulson, HR/Financial Coordinator
City of Madeira Beach
300 Municipal Drive, Madeira Beach, FL 33708