



## **City of Madeira Beach, Pinellas County, Florida**

### **City Manager – Job Announcement**

**Open until by 5:00PM – June 10, 2019  
Salary \$125,000 – DOQ**

Please e-mail a completed application and résumé to [humanresources@madeirabeachfl.gov](mailto:humanresources@madeirabeachfl.gov)  
Subject line: City Manager Application  
Attention: Human Resources – Recruiting  
Please direct all questions to Human Resources: **727-391-9951**

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. With a population of 4,300 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 being family households, and with a large population of retirees, the City of Madeira Beach has a lot to offer to all. With one of the most unique shopping 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 who each serve two-year terms, along with a mayor who serves a three-year term. This \$18 million municipal corporation possesses one of the lowest tax rates in the state of Florida at 2.2200 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 also assists with code compliance and community policing.

The next city manager should possess excellent written and verbal communication skills, as well as a strong understanding of municipal finance and capital project management. Growth management, community planning, and economic development are the topics in which the city manager must be well versed. He or she must understand the importance of balancing the eclectic nature of the community for existing residents. In addition, the city manager must work with developers to ensure that projects are pursued with a win-win approach.

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 make Madeira Beach one of Florida's most pristine beach communities.

In closing, 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, 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 a plus but is not required. 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.

### **\*\*City Manager Recruitment and Scheduling Timeline:**

- Post the position and job description on May 17, 2019 – The acceptance of applications/résumés will commence.
- Tuesday, June 11, 2019 – The Board of Commissioners will review applications and résumés.
  - If qualified candidates are present, the Board of Commissioners can shortlist its top five candidates.
- Tuesday, June 25, 2019, – The Board of Commissioners will host public interviews of the top five candidates for consideration.
- Wednesday, June 26, 2019 – The Board of Commissioners will convene to rank the candidates; after this is concluded and a number-one candidate is selected, the staff will commence with contract negotiations.
- July 9, 2019 – The Board of Commissioners will approve an employment contract with the new city manager.

(\*\*) Schedule is subject to change; it may be shortened or lengthened depending on the Board of Commissioners' desires.

**Important Note:** The Board of Commissioners reserve the right to edit, modify, change, and alter the timeframe or criteria legislatively if this is 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.