



May 17, 2019

Madeira Beach Advertises for New City Manager Candidates

The City of Madeira Beach has begun its search a permanent replacement for outgoing City Manager Jonathan Evans. The search will be conducted nation-wide utilizing several platforms including the [city's website](#), (click [here](#) to see the full description), the [International City/County Management Association](#) (ICMA), the [Florida City and County Management Association](#) (FCCMA), [Florida League of Cities](#), social media, statewide, regional and local publications.



Mr. Evans tendered his resignation on Thursday, May 9, 2019. The terms of his employment contract call for him to remain on the job for no longer than 60 days following his resignation. Upon submitting his resignation Mr. Evans also laid out the following schedule for hiring a new City Manager:

- May 17, 2019 – Post position and job advertisement.
- Tuesday, June 11, 2019 – The Board of Commissioners will review applications and résumés. If qualified candidates are present, the Board of Commissioners can shortlist their perspective top 5 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 candidate is selected, staff will commence with contract negotiations.
- July 9, 2019 – The Board of Commissioners will approve an employment contract with the new city manager.

Mr. Evans last day on the job in Madeira Beach will be Tuesday, July 9, 2019.

City of Madeira Beach
City Hall
300 Municipal Drive
Madeira Beach FL 33708
www.madeirabeachfl.gov



Job Title:	City Manager		
Department/Group:	City Manager's Office	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:	Human Resources	Date Posted:	May 17, 2019
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	June 10, 2019, 5:00pm EST
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			
<p>POSITION OVERVIEW</p> <p>In accordance with the charter, this position is filled by the Board of Commissioners' appointment. The city manager is responsible for completing the City of Madeira Beach's day-to-day operations, providing managerial oversight for all department heads and subordinate staff, and performing highly responsible managerial and administrative duties as the City's chief administrative officer (CAO). Under the Board of Commissioners' general policy guidance, the ideal candidate will exercise a high degree of independence, initiative, and professional expertise in the day-to-day management and administration of the City in accordance with policies established by the Board of Commissioners and the state and with federal laws, regulations, and guidelines. The city manager provides leadership and works with the City's management team to maintain a high-performance, self-oriented work environment consistent with sound management principles. The city manager also communicates with and advises the Board of Commissioners regarding operations and issues within the City. The position includes collaboration with local businesses and government institutions to ensure the smart and responsible growth of the City of Madeira Beach while preserving the interests of the City's residents, businesses, and visitors. The city manager conducts the City's financial affairs in a sound manner; oversees the planning, preparation, recommendation, and administration of the annual budget according to the goals, objectives, short- and long-range visions, and plans approved by the Board of Commissioners; oversees the preparation of press releases and materials for dissemination to the media and the public; attends and participates in all the Board of Commissioners meetings; presents information to commissioners and to the public; and makes recommendations as necessary or as requested by members of the Board of Commissioners.</p> <p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Serves as the City's CAO and is 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 any/all city employees and appointed administrative officers in accordance with the City Charter, except as otherwise provided by law, by the City Charter, or by personnel policies and procedures adopted pursuant to the Charter • Directs and supervises the administration of all city departments, offices, and agencies, except as otherwise provided by the Charter or by law 			



- Attends all Board of Commissioners meetings and participates as provided by the Charter
- Ensures the faithful execution of all laws, Charter provisions, and Board of Commissioners directives subject to enforcement by the city manager or by officers under the city manager's supervision
- Recommends to the Board of Commissioners the adoption of measures deemed necessary, expedient, or in the interest of the City and prepares and submits an annual itemized budget, budget message, and capital improvements program to the Board of Commissioners in the ordained form
- Advises the Board of Commissioners as to the City's financial condition and future needs and makes necessary recommendations to the Board of Commissioners concerning the City's finances
- Makes other reports as required by the Board of Commissioners concerning the operation of the City's departments, offices, and agencies subject to the city manager's direction and supervision
- Submits to the Board of Commissioners and makes available to the public a complete report of the City's finances and administrative activities at the end of each fiscal year
- Ensures that all terms and conditions in favor of the City or its inhabitants imposed in any public utility franchise are faithfully kept and performed and informs the city attorney of any violation upon its discovery
- Serves as the City's purchasing agent and makes all purchases in accordance with the Charter, ordinances, and regulations prescribed by the Board of Commissioners
- Maintains the community's respect for the City of Madeira Beach via good public relations and by informing residents of progress and policies as required
- Discusses problems and complaints with residents, business owners, and others or refers such individuals to appropriate officials for appropriate action
- Directs or delegates the City's media relations activities
- Studies, or directs the study of, policies related to salaries, duties, responsibilities, safety, training, morale, efficiency, and to other city personnel, operations, and organizational policies
- Visualizes, documents, and communicates the City's current and future goals and objectives
- Attends the City's board meetings in an advisory and nonvoting capacity or appoints a designee to attend such meetings
- Performs other duties as specified in the Charter or as required by the Board of Commissioners

REQUIRED QUALIFICATIONS AND EDUCATION

- Graduation 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 an International City/County Management Association (ICMA-CM) credential manager designation is desired but not required.
- A minimum of seven years' progressive experience in municipal government is required, and two years as a manager or assistant manager is preferred
- Knowledge of laws and administrative policies in governing municipal activities and operations
- An ability to delegate authority and responsibility to department heads and others to maintain organizational effectiveness
- Written and oral communication skills and experience presenting data and programs that enhance and maintain the efficient operation of municipal government to groups of citizens, the Board of Commissioners, and other groups
- Knowledge of a municipal government's relationships with county, state, and federal government organizations
- Knowledge of modern management techniques and applications



- Experience managing multiple redevelopment or capital improvement projects and with related contract management
- Knowledge of and experience with creating and executing disaster plans
- Ability to assess the effectiveness and efficiency of municipal organizations' infrastructure and to maximize the utilization of available resources
- Requisite knowledge and skills to oversee the annual budget and prepare capital improvements programs
- Ability to professionally and diplomatically present opinions and recommendations in the best interests of the City
- Ability to discipline subordinates fairly and firmly as circumstances warrant
- Knowledge of personnel and labor laws, rules, regulations, and related issues
- Active member in good standing in the ICMA required and become a member in the Florida City/County Management Association (FCCMA) within six (6) weeks of hire date..

ESSENTIAL PHYSICAL SKILLS

- Ability to perform executive level administrative work primarily in office conditions and communicate effectively orally and in writing; may be required to work in outdoor environments while visiting fire department emergency scenes, public works projects, redevelopment projects, and other City activities and events

NOTE: Reasonable accommodations will be made for qualified individuals with disabilities.

Cover letters and résumés may be included but must be submitted with the required job application form. See website www.madeirabeachfl.gov.

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

Reviewed by:	Board of Commissioners	Date:	5/28/2019
Approved By:	Board of Commissioners	Date:	5/28/2019
Updated By:	Human Resources	Date:	5/29/2019