

CITY MANAGER

Monticello, Florida

Population 2,450

The historic City of Monticello, Florida is accepting applications for the position of City Manager. The City Manager will be responsible for administration and operations of water and sewer utilities, solid waste, streets, animal control, code enforcement, parks, cemeteries, environmental regulation compliance and economic development programs.

Located in North Florida 25 miles east of Tallahassee, Florida, the city is administered under a weak-mayor City Council form of government with an elected City Clerk/Treasurer, an elected Police Chief, a volunteer fire department, and 42 full-time employees.

JOB DESCRIPTION:

This will be a professional position within Monticello city government. He/She is hired by, and serves at the pleasure of, the five-member City Council. The City Manager is responsible for the administration, planning and monitoring of all city affairs placed in his/her charge by the City Council or under the City Charter.

SPECIFIC DUTIES AND RESPONSIBILITIES:

The City Manager will analyze all departments and programs under his/her control; create quality control standards; and establish operational guidelines, priorities, and objectives for department supervisors. The City Manager will work with the City Council, City Clerk/Treasurer and Police Chief to monitor the financial condition of the City and estimate present and future financial needs. The City Manager will also closely work with state and county officials, the media, and citizens.

Duties will include: Managing operational functions and personnel under the city manager's authority; developing programs to reward employee efficiency and productivity; preparation of departmental budgets and developing accountability systems to monitor performance and expenditures; seeking and administering grant programs; developing operational task lists and monthly reporting of significant department activities; participating in comprehensive planning and review of proposed city developments; attending City Council and other Board meetings as required. Other duties as outlined by the City Council, City Charter and Code, and personnel policies.

DESIRED QUALIFICATIONS:

*A bachelor's degree in public or business administration or similar degree in management, engineering or related profession; or a combination of experience, education and certifications which would demonstrate the ability to administer the multitude and variety of tasks involved in municipal operations.

*Five years of progressive administrative and/or supervisory experience in local government

*Knowledge of personnel relations, utilities, planning, finance, public safety essential

*Requires office work as well as field work which involves the ability to perform occasional moderate physical exertion

*Excellent communication, interpersonal, and computer skills

*The successful applicant will reside in Jefferson County within 45 days of hire

*Current Valid Driver License

*Pluses:

*Previous engineering or construction experience, especially in areas of water or wastewater facilities

*Grant writing and grant administration experience on both the federal and state levels

SALARY RANGE:

\$55,000 to \$65,000 Negotiable Based on Qualifications

BENEFITS:

Florida Retirement System - Senior Management Class

Paid Employee Health/Life/Disability Insurance

Use of Vehicle and Cell Phone

APPLICATION DEADLINE: May 20, 2019 at 5:00 p.m. EST

SUBMIT RESUME, LETTER OF INTEREST AND SALARY HISTORY BY MAIL, FAX, OR E-MAIL TO:

Emily Anderson

City Clerk/Treasurer

245 S. Mulberry Street

Monticello, FL 32344

Phone: 850/342-0292

Fax: 850/997-2217

E-Mail: eanderson@mymonticello.net

NOTICE TO APPLICANTS:

*Applicant information submitted is subject to the Florida Public Records Act

*Equal Opportunity/Drug-Free Employer

*Criminal Background Screening To Be Completed