



## CITY OF BELLE GLADE JOB POSTING

# City Manager (Contract/Exempt)

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<b>STARTING SALARY:</b>	<b>\$ 150,000.00 Annually</b>
<b>DEPARTMENT:</b>	<b>City Manager</b>
<b>OPENING – CLOSING DATE:</b>	<b>05/16/2023 – 06/30/2023</b>
<b>JOB TYPE:</b>	<b>Full Time</b>

### JOB FUNCTION:

Under policy direction and as stated in the City's Charter and Code, the professional in this position serves as chief administrative officer for the City of Belle Glade. Develops and implements City policies and procedures to ensure the proper and responsible management of all City operations, plans, resources, and services; develops and administers the City's budget. Oversees the operation of the City's own water and wastewater treatment plants, marina and campground, and leisure services. Supervises, directs, and evaluates the work of department heads and assigned support staff. Reports to the five (5) member City Commission under a City-Manager type of government. Performs related administrative, executive, and supervisory work as necessary to accomplish goals and priorities set by the City Commission.

### MINIMUM QUALIFICATIONS:

- Bachelor's degree in public administration, urban planning, business administration or related field.
- A minimum of seven years progressively responsible experience in municipal or other government administration, five of which have been in a supervisory capacity.
- An equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of the methods, procedures, and policies of the City as they pertain to the performance of duties of the City Manager.
- Considerable knowledge of the functions and interrelationships of the City and other governmental and non-profit agencies.
- Knowledgeable in the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position, including basic knowledge of the Sunshine and Public Records law.

- Knowledge in the areas of administration, financial administration and governmental budgeting, public works, development, public services, and other governmental functions.
- Knowledge of current management tools and strategies to provide appropriate direction, motivation, supervision and support to the department heads and subordinate employees.
- Knowledge of modern office practices and technology.
- Ability to make sound, educated, and reasoned decisions under tight time constraints and/or stressful situations.
- Ability to use independent judgment and discretion in maintaining, creating, and supervising various programs and projects.
- Ability to manage emergency situations and create plans for managing foreseeable emergency situations, such as common natural disasters including, but not limited to, hurricanes.
- Ability to determine procedures, set priorities, set project schedules and deadlines, maintain standards and plan for future City needs.
- Ability to independently resolve problems and manage challenging situations.
- Ability to plan and coordinate the most effective use of personnel, facilities, and resources to achieve City goals.
- Ability to work under stressful conditions related to managing multiple projects considering time limitations, personnel capabilities, financial resources, and political considerations.
- Ability to communicate effectively, professionally, and tactfully at all times including sensitive situations.
- Ability to compile, organize and utilize complex reports, contracts, studies, and financial information to monitor, create and maintain multiple City projects and reach City goals.
- Ability to perform timely employee evaluations and act based on results.
- Ability to communicate verbally and in writing in a clear, effective, and concise manner.
- Skill in negotiating among different constituency groups with diverse interests to achieve a shared understanding and commonality of purpose.
- Skill in effective public presentations.