

# CITY MANAGER

The City of Starke, Bradford County, Florida with a population of 5,431 is seeking qualified applicants for the position of City Manager. Qualified applicants must reside within Bradford County and/or move inside the county within one year of hire date.

\$60,000 to \$80,000 Salary Range  
with Excellent Benefits.

Minimum qualifications: Have graduated from an accredited four year college or university with a degree or major in public administration, business administration, or closely related field, and a minimum of five (5) years experience as a top level municipal or public sector administrator.

This position requires a security background check, including fingerprints and drug screen as a condition of employment.

Job description can be viewed on the city's website. Additional information concerning the position may be obtained from Ricky Thompson City Clerk, by fax 904-964-3998 or email request to [rthompson@cityofstarke.org](mailto:rthompson@cityofstarke.org).

Qualified applicants should submit resume with cover letter and a minimum of 4 references to CITY MANAGER POSITION, Ricky Thompson, City Clerk, PO Drawer C, Starke, FL 32091.

Resumes must be received by 12:00 PM Wednesday, January 4, 2017.

**THE CITY OF STARKE IS AN EQUAL OPPORTUNITY EMPLOYER REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, OR SEXUAL ORIENTATION.**

The city reserves the right to accept or reject any or all resumes.



# CITY OF STARKE

## CITY MANAGER JOB DESCRIPTION

### GENERAL DESCRIPTION:

This is a high level administrative and professional position. The City Manager is responsible for managing all functions of the City and responsible for the implementation of policy as adopted by the City Commission. The person in this position serves at the pleasure of the City Commission and is responsible for directing and supervising the administration of all departments, offices, and agencies of the City, except City Clerk, Chief of Police, and otherwise provided by the City Charter, State or Federal Law.

### DUTIES AND JOB RESPONSIBILITIES

1. Manages and supervises all departments, agencies and offices of the City to achieve goals within available resources; plans and organizes workload and staff assignments; trains, motivates and evaluates assigned staff.
2. Provides leadership and direction in the development of short term and long range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.
3. Provides professional advice to the City Commission and department heads; makes presentations to committees, boards, commissions, civic groups, and to the general public.
4. Communicates official plans, policies, and procedures of the City Commission to staff and general public.
5. Assures that assigned areas of responsibility are performed within budget; performs cost control activities, monitors revenues and expenditures in assigned areas to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, material, facilities, and time.
6. Maintains community respect through good public relations; meets with residents and citizens groups to discuss problems and complaints concerning City operations and refers matters to appropriate employees for action.
7. Direct media relations' activities.
8. Recommends selection; promotion, discharge, and other appropriate personnel action.
9. Supervises and directs the operations of the City's electrical, natural gas, water, and wastewater utilities and other public works.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**MINIMUM QUALIFICATIONS:**

1. Graduated from an accredited four year college or university with a degree or major in public administration, business administration or closely related field.
2. A minimum of five (5) years' experience as a top level municipal or public sector administrator.

**DESIRED QUALIFICATIONS:**

1. A master's degree in public administration or certification as a public manager preferred.
2. Electrical utility administration and other public utilities experience preferred.

**SELECTION FACTORS:**

1. Thorough knowledge of principles and practices of public administration, including municipal finance and budgeting, accounting, purchasing, risk management, community development block grant, human resources, public works, and public safety.
2. Thorough knowledge of the operation of municipal utilities and public works.
3. Ability to work effectively with elected officials, department heads and representatives of other agencies, other city employees, news media, and general public.
4. Ability to communicate effectively, both orally and in writing.
5. Thorough knowledge of municipal organization and department functions, staffing, and operating procedures.
6. Thorough knowledge of charter provisions, ordinances, and state laws governing the administration of city government.
7. Thorough knowledge of government budget and finance procedures and assisting City Clerk with municipal budget.

**SELECTION PROCESS:**

This will involve a formal application, rating of education and experience, and an oral interview. A thorough background investigation will be conducted by the City Commission, including former employment, references, credit check, criminal background check, and drug screen prior to offer of employment.