



**CITY OF PAHOKEE
JOB DESCRIPTION**

JOB TITLE: City Manager

REPORTS TO: Mayor and City Commission

DEPARTMENT: Administration

SUPERVISES: All Departments and Divisions for the City of Pahokee

SUMMARY:

Appointed as the Chief Executive Officer of all city departments in Pahokee. Tenured experience in strategic planning, financial management and budgeting. Visible growth experience in delivering high quality services efficiently, organizational analysis, labor negotiations, team building, economic development/redevelopment and revitalization. A keen sense of understanding the needs of existing businesses. Works effectively with a variety of community-based groups, and the Chamber of Commerce. Creates the environment for a cohesive commission and community consensus for comprehensive planning. A progressive record of strong professional and administrative leadership in developing exceptional performance in municipal operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensures that all City operations are performed within the available resources.
- Provides leadership and direction in the development of short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations for decision-making purposes.
- Attends all City Commissions meetings and is the executive officer for all reports to Mayor and Commission
- Provides professional advice to the Mayor and City Commission and direction to department heads.
- Communicates official plans, policies and procedures to staff and the general public.
- Prepares and administers annual City budget; monitors revenues and expenditures by assigned area to ensure that City operations are performed within budget and to ensure sound fiscal control
- Prepares and approves commission meeting agenda with administrative support of staff.
- Advises the Mayor and City Commission of financial conditions and of current and future City needs.

- Prepares a variety of studies, reports, and related information for decision-making purposes.
- Assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determines work procedures, evaluates workflow, and process, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Hires, promotes, and terminates all department heads, officers, and employees of the City.
- Ensures that all operations are performed according to City policies, procedures, and ordinances as well as according to Federal, State, and local laws.
- Tracks legislative issues and ensures that the City stays abreast of and in compliance with new laws. Participates in local, regional, and state meetings regarding policies, funding, and issues that impact the City.
- Serves as liaison to City Boards and communicates directives and addresses issues of City Commission.

SUPERVISORY RESPONSIBILITIES: Direct Reporting

Manages all full-time and part-time employees in all departments for the City. The departments include City Clerk, Finance, Public Works, Parks & Recreation, Building, Planning & Zoning, Community & Economic Development, Lake Okeechobee Marina & Campground, and Port Mayaca. Implements directory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include: Interviewing, hiring, and training employees, planning, assigning, and directing work, appraising performance, rewarding, and disciplining employees, addressing complaints, and resolving problems.

QUALIFICATION REQUIREMENTS: Education and/or Experience

Minimum requirements for the City Manager include a Master's Degree in public administration or business administration, finance, planning, or related field with progressive 7-10 years of experience; a bachelor's degree with a minimum 10-12 years of experience in executive leadership at the municipal level is applicable.

Must possess experience and understanding of growth management to include code administration and enforcement, finance, budget development and management, economic development, intergovernmental relations, personnel including staff development, grant writing and grant administration, and maintaining positive lines of communication at the local, state, and federal levels.