

# City of DeFuniak Springs

71 US Highway 90 West  
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DeFuniak Springs, FL 32435



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## **JOB NOTICE CITY MANAGER – ADMINISTRATION DEPARTMENT**

**Post Date: March 1, 2021**

**Close Date: Open Until Filled**

**FLSA Status:** Exempt

**Pay Range:** Determined by Council

The City of DeFuniak Springs, a Council-Manager form of government, is seeking applications for an experienced professional to serve as City Manager. DeFuniak Springs is the county seat of Walton County located in the Florida Panhandle. Located between Pensacola and Tallahassee, nestled 30 miles North from some of Florida's most beautiful beaches and rooted in a rich unique history, DeFuniak Springs is an ideal location to work and live.

The City Manager serves as Chief Administrative Officer of the City and is responsible for the day to day administration and management of affairs placed under their authority as provided by the City Charter and ordinance.

As part of the 6<sup>th</sup> fastest growing county in the nation, the City needs a manager with strategic vision, with a passion for DeFuniak Springs and belief in fostering a transparent government, placing strong emphasis on customer service. The ideal candidate will be a high-level administrative professional with an energetic attitude and strong communication skills who can balance working with the community, staff, and elected officials not only at a municipal level, but a county and state level. This individual will understand that time spent in the office is just as valuable as time spent outside the office building trust, confidence, and cultivating partnerships to meet the needs of a diverse workforce and community.

DeFuniak Springs is a full-service city which includes a municipal airport. The City serves approximately 10,000 people in the surrounding area with its water, sewer, and natural gas utilities. The City recently embarked on a large utility construction project and growth projections indicate additional projects are possible in the near future. DeFuniak Springs is a small community on the cusp of rapid development. Don't miss your opportunity to be part of our history in the making.

Applications, a complete job description, and additional information may be obtained by visiting the City's website at [www.defuniaksprings.net](http://www.defuniaksprings.net) or City Hall, 71 US Hwy 90 West, DeFuniak Springs, Florida 32433. For more information, please contact the human resources department at 850-892-8500x119.

The City of DeFuniak Springs is an Equal Opportunity/Affirmative Action/ADA Employer/Drug Free Workplace. The City provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military.

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## City of DeFuniak Springs – City Manager

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**FLSA STATUS:** Exempt  
**SUPERVISORY STATUS:** Supervisory

**DEPARTMENT:** Administration  
**REPORTS TO:** City Council

### **JOB SUMMARY:**

The City Manager is the Chief Administrative Officer of the City and is responsible to the City Council for the proper administration and management of affairs placed under the City Manager's authority. The City Manager leads the overall day-to-day and long-term management of the City and follows policies set by a five-member city council and elected mayor.

### **POWERS AND DUTIES:**

*The following statements describe the principal functions of this job and its scope of responsibility but should not be considered an all-inclusive listing of work requirements.*

- Create a positive public image as a representative of the city.
- Oversee and manage all governmental and proprietary functions of the City and all departments, except Office of the City Marshal.
- Employ or remove employees of the City, subject to the provisions of this Charter, all ordinances and resolutions of the City, all personnel policies and applicable collective bargaining agreements of the City, and all personnel rules of the State and Federal government.
- Attend all City Council meetings, either in person or by a duly qualified and designated representative, with a voice but not a vote in the proceedings.
- Prepare and submit the annual budget and five-year capital improvement program to the City Council, implement the final budget approved by the City Council to achieve the goals of the City, submit to the City Council and make available to the public a complete report of the finances and administrative activities of the City as of the end of each fiscal year, make such other reports as the City Council may require concerning budget and operations; and keep the City Council fully advised as to financial conditions and future needs of the City.
- Make such other reports as the City Council may require covering the operation of the City departments, offices, and agencies which are subject to the City Manager's direction and supervision.
- Maintain a high level of communication and coordination with the City Council, the Mayor, and the City Marshal.
- Enable City Council to make efficient, effective decisions by providing timely, complete, relevant, accurate, objective information with likely short- and long-term consequences.
- Maintain regular contact with and foster constructive and productive working relationship with consultants, other municipalities, county, state and federal agencies, professional and technical groups, and the general public (residents, business owners, and visitors) in connection with departmental activities and services.
- Respond to citizen's inquiries, complaints and service requests performed by the City.
- Motivate and train, or provide training opportunities, to staff.
- Oversee the implementation of the City's strategic plan, goals, and objectives to meet the operations needs of the City.
- Oversee the development of policies and procedures for the municipal organization.
- Serve as lead member of City's negotiation team for union contracts and the resolution of collective bargaining and other employment and contractual related issues. Represent the City in matters of grievance and arbitration. Ensure contracts are fiscally responsible.
- Provide constructive and timely performance evaluations and work with staff to correct deficiencies; implement performance improvement plan(s) when necessary.
- Oversee preparation of job descriptions for all employees.
- Authorize salary increases/decreases in accordance with applicable policies.
- Disseminate such rules and regulations, policies, and amendments thereto for appointment, promotion, discipline, and removal of employees of the City subject to State, Federal, and local laws governing employment, except as otherwise provided for in this Section.
- Submit a summary financial report to the City Council at least once a month.

- Confer with the City attorney concerning all leases, contracts, and other agreements subject to approval by the City Council and make recommendations pertaining thereto.
- Sign contracts, agreements, and applications for the City after such have been approved by the City Council.
- Enforce all franchises and contracts of the City.
- Sign warrants for payment of moneys for the City.
- Serve as the custodian of all real property and tangible personal property of the City.
- Serve as a member of the City's Emergency Management Team and works in emergency situations and conditions as may be required.
- Determine whether any officer, clerk, or employee shall require bonding and the amount thereof. When bonding is required, the costs of the bonding shall be paid by the City.
- Perform such duties as may be prescribed by general law, by City Charter, by ordinance or resolution of the City, or by direction of the City Council as a whole.
- See that all laws and provisions of the City Charter, City ordinances, and acts of the City Council as a whole are faithfully executed.
- Determine the day-to-day work schedules of the administration department.
- Adhere to work schedule and attendance requirements.
- Adhere to all safety rules and regulations
- Perform other duties as directed and required by the City Council.
- Not interfere with the Mayor exercising mayoral duties and responsibilities as defined in Section 9.01.

**CORE COMPETENCIES:**

- Establish a clear and unmistakable vision that guides the City toward improving all managerial aspects of government.
- Thorough understanding and comprehension of the City Charter, ordinances, regulations, contracts, personnel policies, labor law contracts, budgets, and applicable reports.
- Thorough understanding and comprehension of theory, principles, practices and techniques of organizational design and development, long-range planning, public administration, public financing, municipal budgeting, financial administration, program, and policy formulation.
- Thorough understanding and comprehension of essential functions and operations of the City; administration, human resources, grants, public safety, finance, public works (including utilities, operations, and maintenance), and airport.
- Thorough understanding and comprehension of Florida Sunshine Law, Florida Public Records Law, Robert's Rules of Order, and other regulations governing the conduct of public meetings.
- Knowledge of state and federal grant programs.
- Stay informed and up to date on social, political, and environmental issues influencing program development and administration in the DeFuniak Springs community.
- Superb skill sets in economic development and community redevelopment, especially as it applies to city on the cusp of rapid growth.
- Maintain composure and judgement while working under pressure, with frequent interruptions, and meeting deadlines.
- Skilled in project management.
- Proficient in use of Microsoft Office products, computers and of modern office practices and procedures.
- Communicate effectively verbally and in writing with the public, employees, department heads, other governmental agency representatives, and City officials.
- Adaptability to meet multiple competing deadlines and possess strong organizational skills, including attention to detail.
- Establish and maintain effective and constructive working relationships with elected officials, department directors, subordinates, community and civic organizations, the general public, and the media.
- Plan, integrate and direct a broad range of complex municipal services and programs.
- Perform complex analyses and research, evaluate alternatives, and develop sound conclusions and recommendations.
- Understand, interpret, explain, and apply public policy, city, state and federal laws and regulations governing the conduct of City operations.
- Communicate proposals and recommendations clearly and logically in public meetings.

- Maintain managerial flexibility to implement decisions and actions.
- Handle sensitive and confidential information with discretion.
- Travel occasionally for meetings, training, or career development.

**QUALIFICATIONS, TRAINING AND EXPERIENCE:**

**Required Qualification(s):**

A bachelor's degree from an accredited college or university, preferably in business or public administration, or related field. Five (5) years of successful experience in a higher-level administrative/managerial position in city, county, state, or federal government. Requires a valid driver license.

**Preferred/Desirable Qualification(s):**

A Master's Degree in business or public administration, or related field is preferred. Prior successful employment in municipal government. Certified Public Manager credential. Member in good standing with ICMA and FCCMA or other state City-County Manager Associations.

*An equivalent combination of education, training and experience may be considered by the City Council in lieu of the above listing of qualifications, training, and experience.*

NOTE: Hiring of the City Manager requires a unanimous affirmative vote of all five (5) members of the City Council in favor of the candidate.

**RESIDENCY REQUIREMENT:**

The City Manager shall be required to establish residency in the City within one (1) year from the appointment date and must maintain residency in the City while in the position.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

*The physical demands described here are representative of those that must be met by an employee successfully to perform the essential functions of this job. The work environment characteristics are those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Physical Demands:**

Requires the ability to coordinate hands and eyes using modern office equipment and must have moderate levels of eye/hand/foot coordination. Requires use of hand/fingers to handle, feel, and operate objects, tools, or controls such as keyboard; and reach with hands and arms. Specific vision abilities require close vision and ability to adjust focus. Requires the ability to differentiate colors and shades of colors and the ability to talk and hear. Must be able to lift and/or move up to twenty-five (25) pounds. Physical demands are in excess of sedentary work; requires prolonged periods of standing. Occasionally required to stand, walk, stoop, kneel, and crouch.

**Work Environment:**

Typical work environment will be in an office setting. The noise level is usually quiet to moderate. Occasionally exposed to outdoor weather. Requires occasional travel representing the city at meetings, in various professional associations, or for training and career development.

**This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_