

RESOLUTION NO. 21-069

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AUTHORIZING A SEARCH FOR THE POSITION OF CITY MANAGER PURSUANT TO SECTION 2-143 OF THE CODE OF ORDINANCES; ~~DIRECTING A PROFESSIONAL PROCESS FOR THE SEARCH; DIRECTING COMMISSIONERS AND STAFF TO PRESENT RECOMMENDATIONS FOR THE PROCESS AT THE COMMISSION MEETING OF APRIL 13, 2021;~~ AUTHORIZING AN AMOUNT NOT TO EXCEED \$50,000.00 TO ENGAGE AN EXECUTIVE SEARCH FIRM; EXPRESSING THE INTENTION TO FOCUS ON CANDIDATES WITH EXPERIENCE AND KNOWLEDGE WITHIN THE STATE OF FLORIDA; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City Commission intends to find the most qualified candidate to fill the position of Key West City Manager, through a search process in conformance with Section 2-143 of the code of ordinances; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That the City is hereby authorized to undertake a search for the position of City Manager.

~~Section 2: Commissioners and staff are directed to consider requirements for the search process, including but not limited to: selection of an executive search firm, appointing a search committee, preferred qualifications and job responsibilities, and other concerns in order to formulate a complete search plan at the Commission meeting scheduled for April 13, 2021.~~

Section 2. That funding is hereby authorized in an amount not to exceed \$50,000.00 to engage an executive search firm for the City Manager search process.

Section 3. That the City Commission expresses a preference to focus on candidates with knowledge and experience from within the state of Florida.

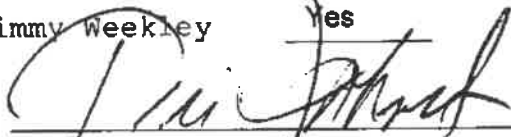
Section 4: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this 13th day of April, 2021.


Authenticated by the Presiding Officer and Clerk of the Commission on 27th day of April, 2021.


Filed with the Clerk on April 27, 2021.

Mayor Teri Johnston	<u>Yes</u>
Vice Mayor Sam Kaufman	<u>Yes</u>
Commissioner Gregory Davila	<u>Yes</u>
Commissioner Mary Lou Hoover	<u>Yes</u>
Commissioner Clayton Lopez	<u>Yes</u>
Commissioner Billy Wardlow	<u>Yes</u>
Commissioner Jimmy Weekley	<u>Yes</u>


TERI JOHNSTON, MAYOR

ATTEST:


CHERYL SMITH, CITY CLERK

	THE CITY OF KEY WEST Job Description	Contract, Exempt Position	
		DATE OF REVISION	02/12
POSITION	CITY MANAGER		
DEPARTMENT	City Manager's Office (12-01-512)		
JOB CODE	20004	GRADE	C02

PHYSICAL LOCATION:

- City Hall - All City owned Facilities

REPORTING RESPONSIBILITIES:

- Mayor & City Commissioners

GENERAL FUNCTIONS:

The City of Key West is a Commission/Manager type of government with six elected district commissioners and an elected mayor. The City Manager is the administrative head of the City government reporting to the City Commission and providing direction and general management for the administration and operation of each department within the City and to perform duties as delegated by the actions of the City Commission.

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to read, write speak and understand English in order to perform duties of this description
- Able to work the hours required to complete the job.
- Able to use equipment and/or materials as specified in this job description
- Computer literate
- Able to see and hear well enough to perform the duties of this job description

EQUIPMENT TO BE USED:

- Varied - as needed

ENVIRONMENT:

- Air conditioned buildings, non-air conditioned buildings, and outdoors - all types weather.

PHYSICAL REQUIREMENT:

- Standing 24%
- Climbing 2%
- Bending 2%
- Reaching 2%
- Using Stairs 10%
- Sitting 60%

DUTIES/TASKS/JOBS:

- Directs and supervises the administration of all departments, offices and agencies of the City, except as otherwise provided by the City Charter. Appoints department heads and acts as appointing authority for City employees.
- Develops and/or oversees development and implementation of citywide policies, regulations and procedures, including the City’s strategic plan and comprehensive plan as instructed by the City Commission.
- Builds and maintains positive working relationships with elected and appointed officials, city employees and the general public using principles of good customer service.
- Administers through subordinate department heads such functions as public safety, maintenance of public streets and property, sanitation, financial operations and budgets, recreational activities, inspection services, utilities operations and related functions.
- Prepares the annual City Budget for submission to the Commission. Submits recommendations to the Commission for their discussion and approval concerning the efficient operation of the City government.
- Keeps the Commission informed of general City operations and activities. Makes plans and recommends future programs of the City formulating short and long term strategic plans as needed .
- Maintains community respect through good public relations and by keeping residents informed of City progress and polices. Discusses problems and complaints concerning City operations with the taxpayers or refers to appropriate official for action.
- Directs the media relations activities.

REQUIRED MINIMUM QUALIFICATIONS:

- Bachelor’s degree or Master’s degree (preferred) in Public Administration, Business Administration, Finance or related field..
- Minimum of five (5) years of local government management experience preferably at the Deputy/ Assistant City Manager or City Manager level in a comparable organization.
- Experience in disaster management/hurricane evacuation preferred.
- Current certification by National Incident Management System (NIMS) or able to obtain certification.
- Strong financial planning and financial management skills.
- Strong executive leadership, administrative, consensus building, listening, delegation, public relations, oral and written communication and problem solving skills and demonstrated integrity.
- Experience with sustainable communities and tourism based economy.
- Must have demonstrated experience in finance, budgeting, cost control, infrastructure and maintaining an efficient organization.
- Experience in collective bargaining and labor relations preferred.
- Must be committed to and enjoy being a part of and working with the Key West community.
- Effective teambuilding, analytical, facilitation and negotiating skills.
- Able to establish and maintain cooperative and effective working relationships with elected and appointed officials, employees and the general public.
- Florida experience preferred.
- Must possess strong interpersonal communication skills.
- Post hire must establish residence in the City of Key West within six months,

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I, _____, have read this job description and hereby agree with the above noted "Acknowledgments", that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

Applicant Signature

Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY,
VETERANS PREFERENCE EMPLOYER
& A DRUG-FREE WORKPLACE**



City of Key West

Office of Human Resources
1300 White Street -P.O. Box 1409
Key West, FL 33041

Telephone (305) 809-3714 / Fax (305) 809-3719

Website: Cityofkeywest-fl.gov

Application for Employment

PLEASE PRINT

Date: _____

Name _____

Street _____

City _____

State: _____

Zip Code: _____

CELL PHONE: () _____

EMAIL: _____

How were you referred to us?

Newspaper ad

School

On my own

Current Employee

Agency

Other

Name of referral source: _____

Please note: This application form was designed for use by persons applying for various types of positions clerical, professional, technical, and administrative. Please answer the questions to the best of your ability.

Specific position for which you are applying: _____

Do you wish to work: Full time: Part time: Temporary? If part time, specify hours or days: _____

What is your minimum weekly salary requirement: _____

Date available for work: _____

Do you have any commitments to another employer that might affect your employment with us? _____

If applicable, do you have a driver's license: _____

Type

State

Expires

SKILLS

Typing speed _____ words per min. Typing test attached Yes No (Must be attached if required)

Years of Computer experience: _____ Type: _____

Software: _____

Business machines you can operate: _____

Other Equipment: _____

**THE CITY OF KEY WEST IS A DRUG FREE WORKPLACE,
EQUAL OPPORTUNITY, AFFIRMATIVE ACTION,
VETERANS PREFERENCE EMPLOYER**

E-Verify Identification # 1007014

To be considered, a signed completed application AND a signed job description
MUST be submitted to the Office of Human Resources

Revised 12/2016

EDUCATIONAL DATA:

SCHOOL	Print Name, Address, City, State & Zip	Year Graduated/ Completed	Course Type/ Major Degree/Certificate
High School			
College			
Trade, Business, or Correspondence			
Other			

GENERAL INFORMATION

If hired, are you able to provide us with proof of identification and employment eligibility? Yes No

Have you ever been CONVICTED of a criminal offense? Yes No Date: _____

Place: _____ Nature: _____

(NOTE: A yes answer will not automatically disqualify you from being considered as a candidate for employment.)

Have you previously applied for employment with the City? Yes No If yes, when? _____

Have you previously been employed by the City? Yes No If yes, when? _____
In what position(s)? _____

Do you have relatives employed here? Yes No If yes, please list name(s) department(s) and relationship(s): _____

Person to be notified in case of emergency:

Name: _____ Telephone: _____

Address: _____ Relationship: _____

REFERENCES

Please list at least (3) three personal references, omitting former employers and relatives.

Name	Address	Occupation	Telephone

EMPLOYMENT HISTORY - List all employers

Please list all previous employers beginning with the present or most recent employer first (use additional sheet of paper if necessary). **(PLEASE EXPLAIN ANY GAPS IN EMPLOYMENT RECORD.)**

EMPLOYED FROM: _____ TO: _____	Job Title	Employer Name, Address, Telephone: _____ _____
	Supervisors Name/Title:	

YOUR SALARY	Duties:
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START	END	
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Reason for Leaving: _____ May we contact? Yes No

EMPLOYED FROM: _____ TO: _____	Job Title	Employer Name, Address, Telephone: _____ _____
	Supervisors Name/Title:	

YOUR SALARY	Duties:
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START	END	
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Reason for Leaving: _____ May we contact? Yes No

EMPLOYED FROM: _____ TO: _____	Job Title	Employer Name, Address, Telephone: _____ _____
	Supervisors Name/Title:	

YOUR SALARY	Duties:
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START	END	
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Reason for Leaving: _____ May we contact? Yes No

EMPLOYED FROM: _____ TO: _____	Job Title	Employer Name, Address, Telephone: _____ _____
	Supervisors Name/Title:	

YOUR SALARY	Duties:
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START	END	
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Reason for Leaving: _____ May we contact? Yes No

MILITARY EXPERIENCE:

Were you in U.S. Armed Forces? Yes No Branch: _____
Dates of duty: From : _____ To: _____ Rank at Separation _____ Briefly describe your duties: _____

Are you a member of the National Guard or a Reserve Unit? Yes No Status: _____

Are you claiming Veterans Preference ? Yes No Are you a resident of the State of Florida? Yes No
If you are claiming Veteran's Preference you must provided the following with your application:

1. Veterans, disabled veterans, and spouses of disabled veterans shall furnish a DD-214, or military discharge papers or equivalent certificate from the Veterans Administration, listing military status, dates of service and discharge type.
2. Disabled veterans shall also furnish a document from the Department of Defense, Veterans Administration of the Division, certifying that the veteran has a service connected disability.

NOTE: The fact that you have served in the military does not automatically entitle you to Veteran's Preference. Florida Department of Veterans Affairs, Division of Veterans Benefits and Assistance, Chapter 55A-7, reads as follows: "Veteran' or 'wartime veteran' is as defined in Section 1.01 (14), F.S. [Florida Statutes (2013)]. (a) The veteran must have served at least 1 day during a wartime period to be eligible for veterans' preference. Active duty for training shall not be allowed for eligibility. (b) A veteran who has served in a campaign or expedition for which a qualifying campaign badge or expeditionary medal has been authorized (including any armed forces expeditionary medal or global war on terrorism medal) is eligible for preference pursuant to Section 295.07, F.S." If an applicant claiming veteran's preference for a vacant position believes he or she was not afforded employment preference in accordance with the law/rules, the applicant may file a complaint with the Department of Veterans' Affairs at 9500 Bay Pines Blvd, Room 214, St. Petersburg, Florida 33708. A complaint must be filed within twenty-one (21) days after the notice of hiring decision, or within three (3) months of the date the application was filed with the employer if no notice of selection was given.

Please include any other information you think would be helpful to us in considering you for employment, such as additional work experience, articles/books published, activities, accomplishments, etc. (You may exclude all information indicative of age, sex, race, religion, color, national origin or handicap.)

AGREEMENT

I CERTIFY THAT ANSWERS GIVEN HEREIN ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION FOR EMPLOYMENT AS MAY BE NECESSARY IN ARRIVING AT AN EMPLOYMENT DECISION.

IN THE EVENT OF EMPLOYMENT, I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION GIVEN IN MY APPLICATION OR INTERVIEW(S) MAY RESULT IN DISCHARGE. I UNDERSTAND, ALSO, THAT I AM REQUIRED TO ABIDE BY ALL RULES, REGULATIONS, AND POLICIES OF THE CITY OF KEY WEST.

I HAVE READ AND SIGNED THE JOB DESCRIPTION FOR THE POSITION IN QUESTION. I UNDERSTAND AND AGREE THAT THE JOB DESCRIPTION MAY BE AMENDED FROM TIME TO TIME. THERE IS NOTHING TO KEEP ME FROM FULFILLING THE DUTIES AS LISTED.

SIGNATURE OF APPLICANT

DATE

Sec. 2-143. - City manager selection process.

- (a) Any contract between the City and its City Manager shall include a minimum of 6 months' notice of non-renewal, resignation or retirement in order to allow for sufficient planning purposes.
- (b) Within a maximum of one month after the receipt of such notice and determination of the need for the hiring of a new City Manager, the City Commission by resolution shall:
 - 1. Revise, if necessary, the job description and minimum qualifications for the City Manager;
 - 2. Approve an application form and required submittals for the City Manager position;
 - 3. Establish area of search for potential candidates;
 - 4. If deemed necessary, establish timelines for
 - (A) advertising position;
 - (B) receipt of applications;
 - (C) conducting interviews;
 - (D) selection of manager;
 - (E) execution of contract; and
 - (F) any other matters determined necessary to select the most qualified and capable individual to hold the position of Key West City Manager.

(Ord. No. 19-31, § 1, 9-17-2019)