

# **The City of Key West Job Description 07/11/19**

## **City Manager**

### **General Functions:**

The City of Key West City Manager shall be the chief executive and the administrative officer for the municipal government of the City of Key West. The City Manager shall be responsible to the Mayor and Commission for the administration of all city functions and affairs placed in his/her charge by or under our City Charter to include the supervision and development of staff, planning, budgeting, capital improvements and infrastructure and the efficient, effective day to day operation of the city. The City Manager serves at the pleasure of the Mayor and Commission and ultimately the Citizens of Key West.

### **Responsibilities accountable for:**

- Administer and implement the directives and policies of the Mayor and City Commissioners and enforce all directives, resolutions, ordinances and regulations of the Commission to ensure that they are faithfully executed in a timely, effective manner. Develops goals, objectives, budgets and programs designed to implement Commissions direction.

Coordinates staff direction and priorities to effectively implement directives from the Commission.

- Accountable to develop and implement the City Strategic Plan and the City Comprehensive Plan as directed by the Commission.
- Accountable to develop and implement citywide policies as directed by the Commission. Develop short and long term strategies to improve city programs designated to meet the needs of our residents, business' and visitors.
- Builds and maintains positive, professional working relationships with the elected and appointed officials, all city employees and the residents, businesses and visitors to our city by using principles of good customer service.
- Accountable through department heads for timely repair and maintenance of all city streets, curbs and sidewalks, public safety, sanitation, financial oversight including budgeting, revenue generation, investments, city efficiency measures and grants administration, green space utilization and maintenance, effective building permitting and inspection services and utilities operations and

related functions. Oversees the preparation and presentation of our five year capital improvement plan and keeps Commission informed of any deviations from the approved plan.

- Proactively keeps Commission informed on important city operations and activities. Responds to Commission inquires in a timely, complete manner.
- Accountable for the development and maintenance of an employee performance and development program to create accountability throughout the organization linking performance to compensation. This includes an annual update and review of the cities succession plan, organizational chart and staff development programs. Oversees the completion and annual update of departmental standard operation procedural manuals.
- Accountable for successful collective bargaining negotiations. Develops and communicates to the Commission estimates of the short and long term financial impacts to the city prior to Commission final approval.
- Effectively preserves and maintains all historic city properties and structures.

- Negotiates all leases, contracts and other agreements in a timely manner for the city subject to Commission approval.
- Select, employ and supervise all employees and fill all vacancies with the most qualified applicants available.
- Actively participates in City Commission meetings and workshops to provide input. Represents the City in a responsive, courteous manner when interacting with our residents, other governmental entities and outside agencies. Develops a system to respond promptly to citizen needs, requests and complaints.
- Manages collection and update of statistical data necessary to support efficient and effective departmental operations. Keeps updated on new trends, technology and policies to improve the efficiency of the city.
- Establish and maintain a solid, cooperative working relationship with the military leadership stationed in and around Key West.

**Required qualifications:**

- Master's degree in Public Administration or Business Administration with a minimum of (5) years experience in Florida local government as a City Manager.
- Experience in disaster management with emphasis on hurricane evacuation policies and procedures. Must have NIMS certification.
- Must have experience in climate action and sea level rise planning and strategy implementation.
- Strong financial planning, financial management and collective bargaining/labor relations experience.
- Experience managing a tourist-based community and economy with a strong economic development background.
- Demonstrated experience in executive leadership, public administration, consensus building, staff development, listening, delegation, public relations, oral and written communication, problem solving skills and demonstrated integrity in all practices.
- Interpersonal skills to establish and maintain effective working relationships with all elected and appointed officials, our employees, residents, business' and visitors.

- Demonstrated skills in critical path thinking and fact-based problem solving.
- Experience with historic preservation of the built and natural environments.