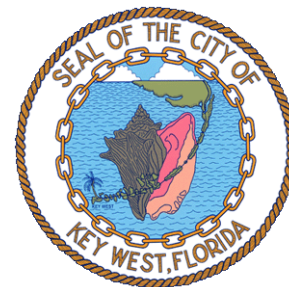


The City of Key West, Florida

Invites your interest in the position of

CITY MANAGER



ABOUT KEY WEST, FLORIDA

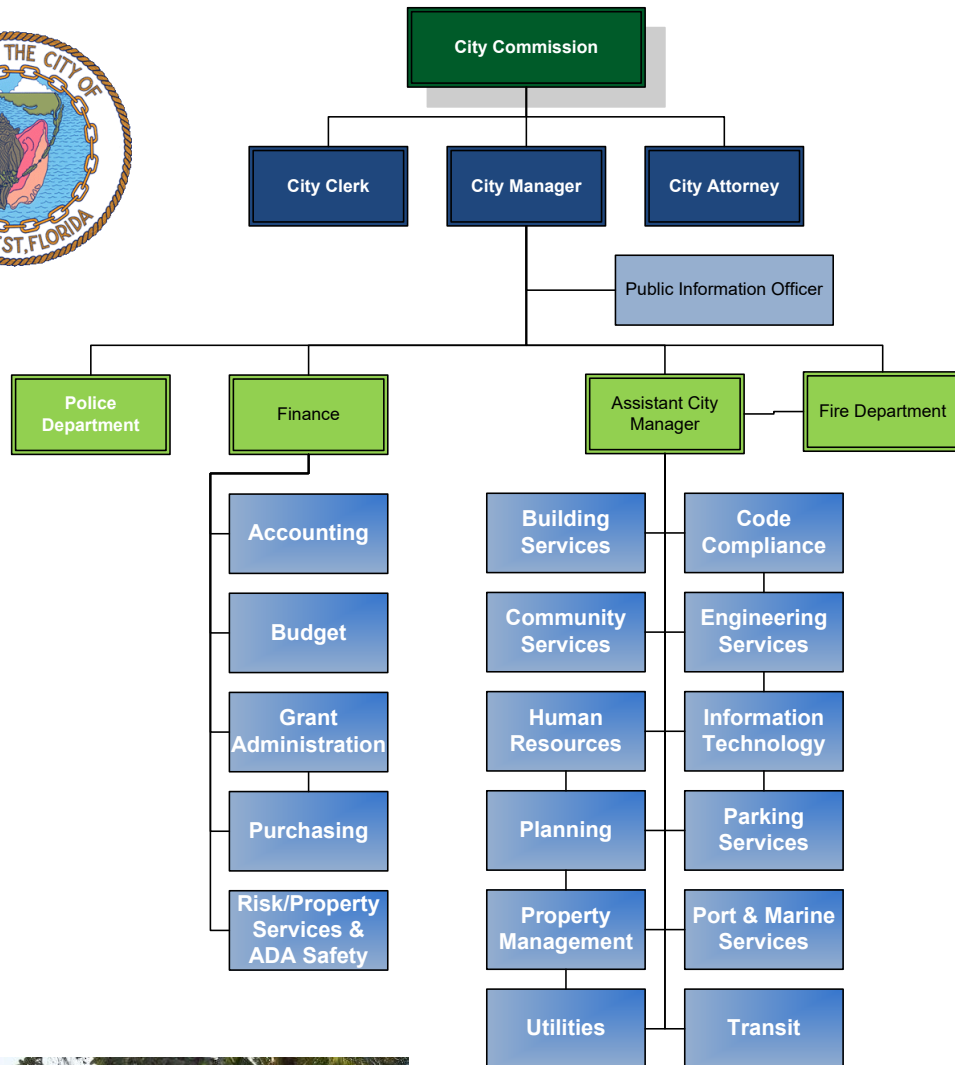
Key West is located at the southern end of U. S. Highway 1, 153 miles southwest of Miami, Florida and 93 miles northwest of Havana, Cuba, at 24.5 degrees north of the equator. The island is about 4 miles long by 1.5 miles wide. Key West is the County seat of Monroe County. The City occupies the entire island as well as a portion of neighboring Stock Island to the northeast. The principal industry is tourism and the U. S. Navy and Coast Guard and other Department of Defense agencies maintain a significant presence in Key West as well. The City's 2020 estimated permanent population was 24,868. In addition to the permanent population, the City is a world-renowned tourist destination and a popular location for second homes. The total number of people on Key West on an average day, including permanent residents, seasonal residents, the maritime population, overnight tourists, day-trippers, cruise ship visitors, commuters, and shoppers, is estimated to be over 50,000. This number would likely spike significantly during special events such as Fantasy Fest or New Year's Eve.

THE KEY WEST CITY GOVERNMENT

The City utilizes the council/manager form of government. Accordingly, it is governed by a seven-member City Commission consisting of a directly elected Mayor and six commissioners who are elected by district. The City Commission appoints the City Manager, City Clerk and City Attorney who serve at the Commission's pleasure. The city manager serves as the chief executive officer, managing an annual budget of about \$187 million and handling day-to-day operations overseeing 15 departments and about 525 employees.

City of Key West, Florida

Organizational Chart

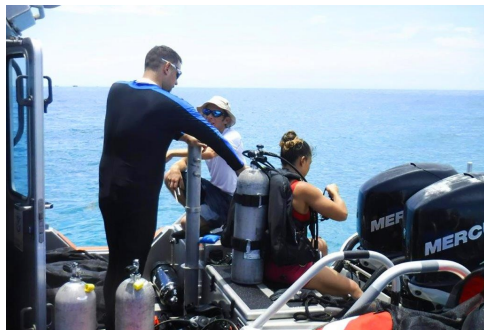


KEY WEST CITY COMMISSION	
Teri Johnston	Mayor
Jimmy Weekley	District I
Samual Kaufman	District II
Billy Wardlow	District III
Greg Davila	District IV
Mary Lou Hoover	District V
Clayton Lopez	District VI

More information about Key West is available on the web at: www.cityofkeywest-fl.gov

ISSUES, CHALLENGES AND OPPORTUNITIES

- The Key West cost of housing is currently the third highest in the U.S.
- Workforce and affordable housing.
- Completion of the Truman Waterfront Park development which includes 80 to 100 units of affordable housing.
- Increasing size of the City’s homeless population.
- A variety of significant environmental issues including sea level rising.
- Staff succession planning in preparation for anticipated retirements.
- Completion of Strategic Plan currently being developed with the help of a consultant.
- Completion and implementation of a classification and compensation study.
- Determine the future of the City’s cruise ship pier.
- Ideal time for operational and performance analysis of the City organization.
- Key West hosts many annual major special events.





ABOUT THE CITY MANAGER

From the City Charter

ARTICLE IV. - EXECUTIVE AND ADMINISTRATIVE

4.01 - City Manager

There shall be a city manager who shall be the chief executive and the administrative officer of the City. The manager shall be responsible to the Commission for the administration of all City functions and affairs placed in his charge by or under this Charter.

4.02 - Appointment of the manager.

The commission shall appoint a city manager for an indefinite term by a majority vote of all the commissioners to serve at the pleasure of the commission.

4.03 - Designation of administrative officer during temporary absence of the manager.

By letter filed with the clerk, the manager shall designate, subject to approval of the commission, a qualified city administrative officer to exercise the powers and perform the duties of manager during his temporary absence or disability. During such absence or disability, the commission may revoke such designation at any time and appoint another officer of the City to serve until the manager shall return or his disability shall cease.

4.04 - Duties of the city manager

The City Manager shall:

- (a) Appoint, and when he/she deems it necessary for the good of the City, suspend or remove all City employees and appointive administrative officers provided for by or under this Charter, except as otherwise provided by law, this Charter, civil service board rules and regulations or personnel rules adopted pursuant to this Charter. He/she may authorize any administrative officer who is subject to his direction and supervision to exercise these powers with respect to subordinates in that officer's department, officer or agency.
- (b) Direct and supervise the administration of all departments, offices and agencies of the city, except as otherwise provided by this Charter or by law;
- (c) Attend all commission meetings and shall have the right to take part in discussion but may not vote;
- (d) See that all laws, provisions of this Charter and acts of the commission, subject to enforcement by him/her or by officers subject to his direction and supervision, are faithfully executed.

QUALIFICATIONS

The most recent City Manager of Key West resigned to accept another professional opportunity in Key West. The City Commission is committed to filling the City Manager position with someone who is progressive, compassionate, knowledgeable, forward thinking, and thorough.

Minimum Requirements

Education and experience equivalent to a Bachelor's degree (Master's strongly preferred) in Public Administration or related field combined with significant experience as a local government manager or assistant manager in a diverse and complex community comparable to Key West. Experience in a progressive tourism and recreation-based environment where economic and community development, environmental sustainability, customer service, high ethical standards and open communication exist and are valued is desired. An equivalent combination of education and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job will be considered. The successful candidate must clearly possess and apply the superior management and leadership knowledge, skill, ability, commitment and energy needed to achieve the City Commission's goals.

Areas of Special Expertise

- Budget and finance
- Environmental sustainability
- Outstanding manager and strong leader with keen analytical skills and the ability to effect structural and cultural organizational change as needed
- Economic sustainability; understands critical community components and value and how to balance them -- particularly important to Key West are environmental, affordable housing, business and growth interests.
- Strategic thinking and planning
- Employee relations
- Master negotiator

Preferred Management and Leadership Experience

- Experience with a community like Key West with similar diversity, demographics, values, goals and issues.
- Knows and respects the commission/manager form of government.
- An understanding of Florida laws.
- Experience with collective bargaining.

Management and Leadership

- ***With the City Commission***
- Provides strong, direct, clear, open, honest, unbiased, forthright, respectful, non-manipulative and candid information to the City Commission; is a full participant in Commission discussions and not reluctant to say what is on his/her mind; not a "yes" person.
- Develops, presents and supports creative ideas and alternatives
- Builds a trust-based relationship with the Mayor and each Commission Member through which all members receive even handed and equal professional support.
- Assists the Commission to work collaboratively and to reach consensus on issues.
- Works for the entire Commission and will not become overly influenced by any member or faction of the Commission.
- Enthusiastically implements City Commission policy direction without regard for personal or staff recommendations or preferences.



- Understands and adheres to the role distinctions between the City Commission, the City Manager and staff.
- Has a “can do” attitude with a commitment to results and the ability to achieve them.
- Responds to Commission requests in a highly responsive and timely manner.
- Keeps the Commission well informed without miring them in detail.

With the Staff

- Creates a strong team-oriented bond among the City Commission, the City Manager and senior staff which reaches the entire organization and fosters organizational cohesiveness.
- Leadership - creates a results focused and collaborative work environment and earns the respect of the entire workforce.
- While focused on the whole, stays informed and current on issues -- effectively delegates responsibility and authority and does not overly control or micro manage.
- Encourages involvement, listens and captures the best talent in the organization; sets high standards and clear goals and expectations; then motivates staff to produce at their highest level.
- Provides the best thinking of staff to the City Commission.
- Encourages employee development at all levels - is an advocate of staff development.
- Regularity visits employee work areas to directly communicate with employees.
- Is supportive and respectful of quality staff at all levels in the organization - - shares credit for organizational successes and accepts responsibility for mistakes.

With the Community

- Builds and maintains effective and productive working relationships with Monroe County, local business, community, military and neighborhood and state leadership.
- Is accessible and visible in the community and regularly attends community events.

Professional and Personal Characteristics

- Exceptional communicator and negotiator with strong collaboration, conflict resolution, negotiating and problem solving skills
- Continually evaluates the organization and makes changes to improve the quality of service and the efficiency of the organization.
- Solicits ideas, shares information freely, listens, is flexible enough to change his/her mind and is not overly controlling.
- Visionary and innovative
- A change agent, interested in cooperative solutions.
- Self-confident without being an egotist.
- A strategic thinker and planner who understands community economic sustainability and how to balance competing priorities to achieve it.
- Technically strong, knowledgeable of current “best practices” and able to explain complex issues in understandable terms.
- Decisive and able to make tough choices.
- Even tempered, non-confrontational, respectful and diplomatic.
- Accepts and thrives on challenges.
- Fiscally responsible and realistic.
- Politically astute but apolitical.
- Honest, intelligent, energetic, non biased, forthright and even handed.
- Strong public service ethic.
- Capable of effectively balancing his/her professional and personal lives.

CITY OF KEY WEST MISSION:

To Preserve and Protect our Island

CITY OF KEY WEST VISION

A Tropical Island with unique community character in harmony with the diversity of people and with its environment

CORE VALUES

SAFETY is our primary consideration in all our actions.

Act with *INTEGRITY* for the sake of the reputation of your organization and yourself,

We recognize and *RESPECT* everyone as a customer



Compensation and Benefits

Beginning pay for the new City Manager will be highly competitive and will include an excellent benefit package. The City Commission is prepared to pay reasonable and customary moving expenses.

To Apply

The position will remain open until filled. Resumes will be evaluated as they arrive and the process will move forward upon receipt of a sufficient number of well-qualified responses. Therefore, if interested in this outstanding opportunity, please **immediately** e-mail a detailed resume with a cover letter and salary expectations to:



Robert E. Slavin or David Krings
SLAVIN MANAGEMENT CONSULTANTS
3040 Holcomb Bridge Road, A1
Norcross, Georgia 30071
Phone: (770) 449-4656
Fax: (770) 416-0848
E-mail slavin@bellsouth.net



Note: Under Florida Law, resumes are public documents and will be provided to the media upon request. Please call prior to submitting your resume if confidentiality is important to you.

Key West, Florida is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, or disability in employment or in the provision of services.

