

OFFICE OF THE CITY ATTORNEY



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THE CITY OF KEY WEST

1300 WHITE STREET
KEY WEST, FLORIDA 33040

Date: August 8, 2024

To: Mayor and City Commissioners for the City of Key West

From: Ron Ramsingh, City Attorney 

Re: Hiring Process for City Manager

Background:

In 2019, the City Commission enacted Ordinance 19-31, which requires the City Commission to pass a Resolution(s) to establish a selection process for the position of City Manager when the need arises. The requirements are in Sec. 2-143(b), which requires that the City Commission debate and determine the contents of a job description, application form, and search area. Additionally, and if necessary, establish timelines for: advertising, receipt of applications, interviews, selection timeline, execution of a contract, and any other matters determined necessary to select the most qualified and capable individual to hold the position of Key West City Manager. The City Commission also passed similar ordinances at the same time regarding the City Clerk and the City Attorney selection processes. The first time this ordinance was used was in April, 2021, when Greg Veliz retired from the city.

- In Resolution 21-069, the City Commission approved an expenditure of up to \$50,000.00 to hire an executive search firm on April 13, 2021. Slavin Management Consultants was retained.
- Also on April 13, 2021, the City Commission approved Resolution 21-070, wherein the City Commission created and appointed an advisory screening committee.

- On June 15, 2021, the City Commission approved Resolution 21-128, regarding a City Manager Profile that was created by Slavin Management Consultants and distributed to potential candidates.
- On July 20, 2021, the City Commission selected and approved Patti McLaughlin as the City Manager for a period of 2 years, with a 2-year option.

Upon the expiration of her contract, Patti notified the City Commission that she was going to retire and not exercise her 2-year option. The City Commission approved Resolution 22-255 on November 1, 2022, which set out the new job description, including expectations and salary. A screening committee was also created, and its members were appointed. Albert Childress was selected by the City Commission on January 18, 2023. Childress’s contract was approved on March 7, 2023, and he started employment on April 7, 2023, as City Manager. On June 26, 2024, Childress was terminated. The financial provisions of Mr. Childress’s contract have been paid including all accrued leave and 20 weeks’ severance as per his contract terms. This Resolution now seeks to set out the terms of a new search for a City Manager pursuant to Sec. 2-143(b) of the Code of Ordinances.

Options:

1. To approve the proposed Resolution(s) after discussion and debate regarding the parameters of a search for a new City Manager.
2. To deny the proposed Resolution(s) regarding the parameters of a search for a new City Manager. Denial or postponement would make the measure untimely pursuant to Sec. 2-143(b).

Recommendation:

To pass the Resolution(s), in compliance with Sec. 2-143(b).

Attachments:

Ordinance 19-31	Res. 21-125	City Policy on Reemployment
Res. 21-069	Res. 21-132	
Res. 21-070	Res. 22-255	

ORDINANCE 19-31

SEC. 2-143

ORDINANCE NO. 19-31

AN ORDINANCE OF THE CITY OF KEY WEST, FLORIDA, AMENDING CHAPTER 2, ARTICLE III, DIVISION 2 OF THE CODE OF ORDINANCES, ENTITLED "CITY MANAGER" BY ADDING SECTION 2-143, ENTITLED "CITY MANAGER SELECTION PROCESS" TO SPECIFY A PROCESS BY WHICH THE CITY COMMISSION SELECTS A NEW CITY MANAGER; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF INCONSISTENT PROVISIONS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, City Charter article 4.02 provides "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."; and

WHEREAS, the City Commission finds that it is necessary to create a process to supplement the Charter to guide the City Commission in the selection of the City Manager; and

WHEREAS, the enactment of a new section 2-143 of the Code of Ordinances will promote the health, safety and welfare of the citizens and visitors of the City of Key West.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF KEY
WEST, FLORIDA:

Section 1: That Section 2-143 of the Code of Ordinances entitled "City Manager Selection Process" is hereby created as follows*:

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;

*(Coding: Added language is underlined; deleted language is ~~struck through~~ at first reading. Added language is double underlined and ~~double struck through~~ at second reading.)

3. Establish area of search for potential candidates;
4. If deemed necessary, eEstablish 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.

Section 2: If any section, provision, clause, phrase, or application of this Ordinance is held invalid or unconstitutional for any reason by any court of competent jurisdiction, the remaining provisions of this Ordinance shall be deemed severable therefrom and shall be construed as reasonable and necessary to achieve the lawful purposes of this Ordinance.

Section 3: All Ordinances or parts of Ordinances of said City in conflict with the provisions of this Ordinance are hereby superseded to the extent of such conflict.

Section 4: This Ordinance 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.


Read and passed on first reading at a regular meeting held this 4th day of September, 2019.

Read and passed on final reading at a regular meeting held this 17th day of September, 2019.

Authenticated by the presiding officer and Clerk of the Commission on 17th day of September, 2019.

Filed with the Clerk September 18, 2019.

Mayor Teri Johnston	<u>Absent</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>


SAM KAUFMAN, VICE MAYOR

ATTEST:


CHERYL SMITH, CITY CLERK

RESOLUTION 21-069

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.

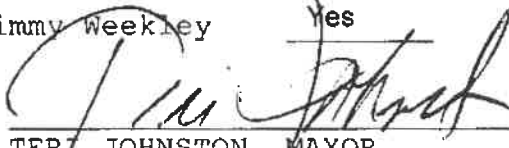
Section 4: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

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.)**

<i>EMPLOYED</i>		<i>Job Title</i>	<i>Employer Name, Address, Telephone:</i> _____ _____
<i>FROM: _____</i>		<i>Supervisors Name/Title:</i>	
<i>TO: _____</i>			
<i>YOUR SALARY</i>		<i>Duties:</i>	
<i>START</i>	<i>END</i>		
<i>Reason for Leaving:</i>			<i>May we contact? ___ Yes ___ No</i>
<i>EMPLOYED</i>		<i>Job Title</i>	<i>Employer Name, Address, Telephone:</i> _____ _____
<i>FROM: _____</i>		<i>Supervisors Name/Title:</i>	
<i>TO: _____</i>			
<i>YOUR SALARY</i>		<i>Duties:</i>	
<i>START</i>	<i>END</i>		
<i>Reason for Leaving:</i>			<i>May we contact? ___ Yes ___ No</i>
<i>EMPLOYED</i>		<i>Job Title</i>	<i>Employer Name, Address, Telephone:</i> _____ _____
<i>FROM: _____</i>		<i>Supervisors Name/Title:</i>	
<i>TO: _____</i>			
<i>YOUR SALARY</i>		<i>Duties:</i>	
<i>START</i>	<i>END</i>		
<i>Reason for Leaving:</i>			<i>May we contact? ___ Yes ___ No</i>
<i>EMPLOYED</i>		<i>Job Title</i>	<i>Employer Name, Address, Telephone:</i> _____ _____
<i>FROM: _____</i>		<i>Supervisors Name/Title:</i>	
<i>TO: _____</i>			
<i>YOUR SALARY</i>		<i>Duties:</i>	
<i>START</i>	<i>END</i>		
<i>Reason for Leaving:</i>			<i>May we contact? ___ Yes ___ No</i>

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 timeliness 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)

RESOLUTION 21-070

RESOLUTION NO. 21-070

**A RESOLUTION OF THE CITY COMMISSION OF THE
CITY OF KEY WEST, FLORIDA, APPOINTING MEMBERS
TO AN ADVISORY SCREENING COMMITTEE FOR A NEW
CITY MANAGER; PROVIDING DUTIES AND FOR SUNSET;
PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the City Commission has expressed an intent to find the most qualified candidate to fill the position of Key West City Manager; and

WHEREAS, members of the City Commission find that it would be beneficial to assemble a committee of citizens ~~and staff~~ with interest and expertise about the skills and experience necessary for a superior City Manager, to provide recommendations during the search process; and

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

Section 1: That individual appointments to the Advisory Screening Committee are as follows:

Mayor Teri Johnston	<u>Maria Sharpe</u>
Vice Mayor Sam Kaufman	<u>Peggy Ward-Grant</u>
Commissioner Gregory Davila	<u>Chris Valdez</u>
Commissioner Mary Lou Hoover	<u>Sam Holland</u>
Commissioner Clayton Lopez	<u>Corneil McIntosh</u>
Commissioner Billy Wardlow	<u>Donie Lee</u>
Commissioner Jimmy Weekley	<u>Kurt Lewin</u>
IAFF Local	
Teamsters Local 769	
PBA Local	
City Staff Management	

Section 2: That the Committee shall conduct its initial meeting following the establishment of preferred criteria by the City Commission for the selection of a new city manager.

Section 3: That the Committee shall review all applications for the position of city manager and provide a list of recommended applicants to the City Commission for consideration.

Section 4: That the Committee shall be governed by the Uniform Procedures for Advisory Boards found in Chapter 2, Division 2 of the Key West Code of Ordinances, and shall sunset upon submitting recommendation(s) to the City Commission for a new City Manager.

Section 5: 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

RESOLUTION 21-128

RESOLUTION NO. 21-128

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, APPROVING THE ATTACHED "CITY MANAGER PROFILE" AS A TOOL TO BE USED IN THE SEARCH FOR THE POSITION OF CITY MANAGER PURSUANT TO SECTION 2-143 OF THE CODE OF ORDINANCES; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, in Resolution 21-069, the City Commission expressed an intention 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

WHEREAS, Slavin Management Consultants, engaged to assist in the search process, has prepared the attached draft profile to aid in the search process, and has requested review and approval of the profile by the City Commission.

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

Section 1: That the attached City Manager position profile is hereby approved to be used as a tool in the search process for the position of City Manager.

Section 2: 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 15th day of June, 2021.

Authenticated by the Presiding Officer and Clerk of the Commission on 16th day of June, 2021.

Filed with the Clerk on June 16, 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>Absent</u>


TERI JOHNSTON, MAYOR

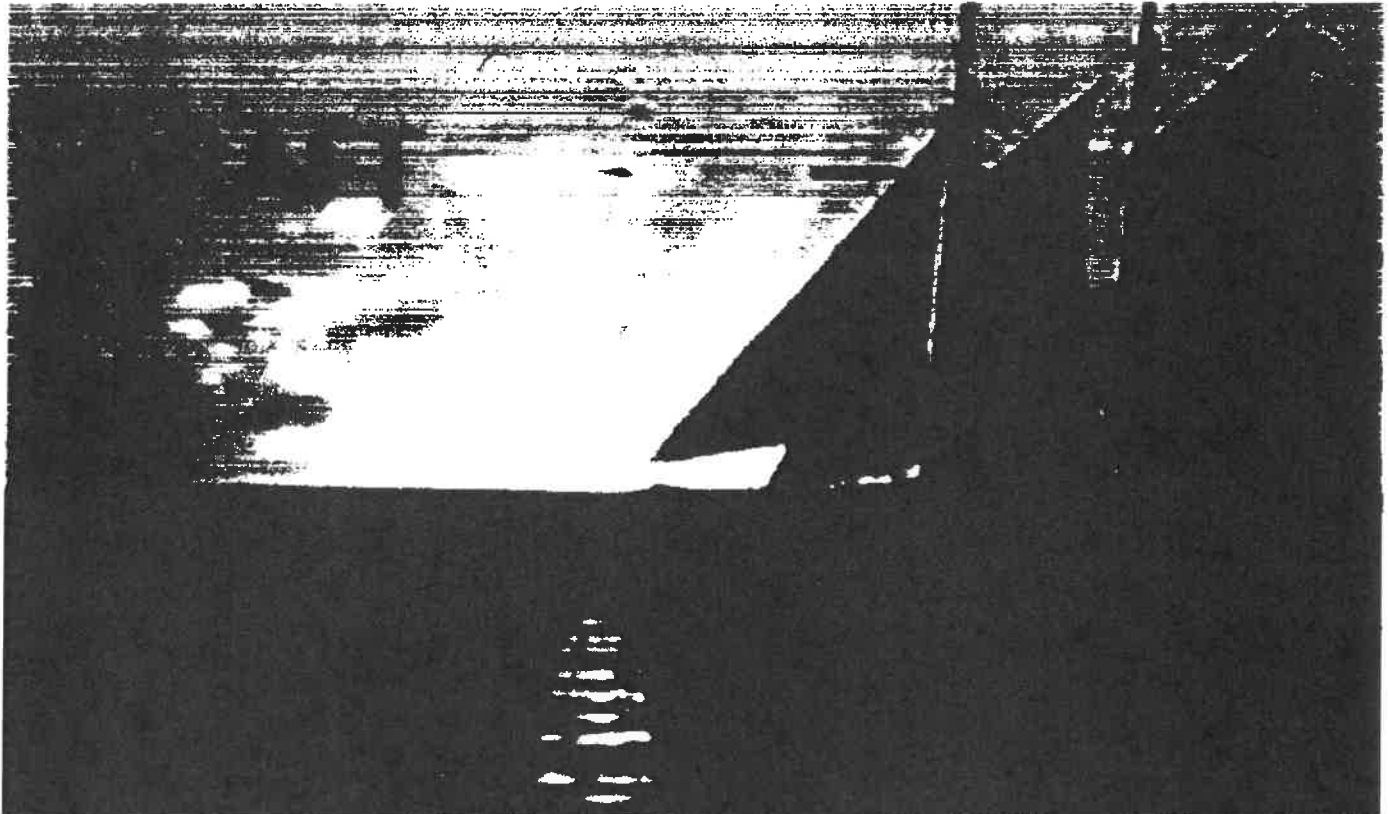
ATTEST:


CHERYL SMITH, CITY CLERK

The City of Key West, Florida

Invites your interest in the position of

CITY MANAGER



ABOUT KEY WEST, FLORIDA

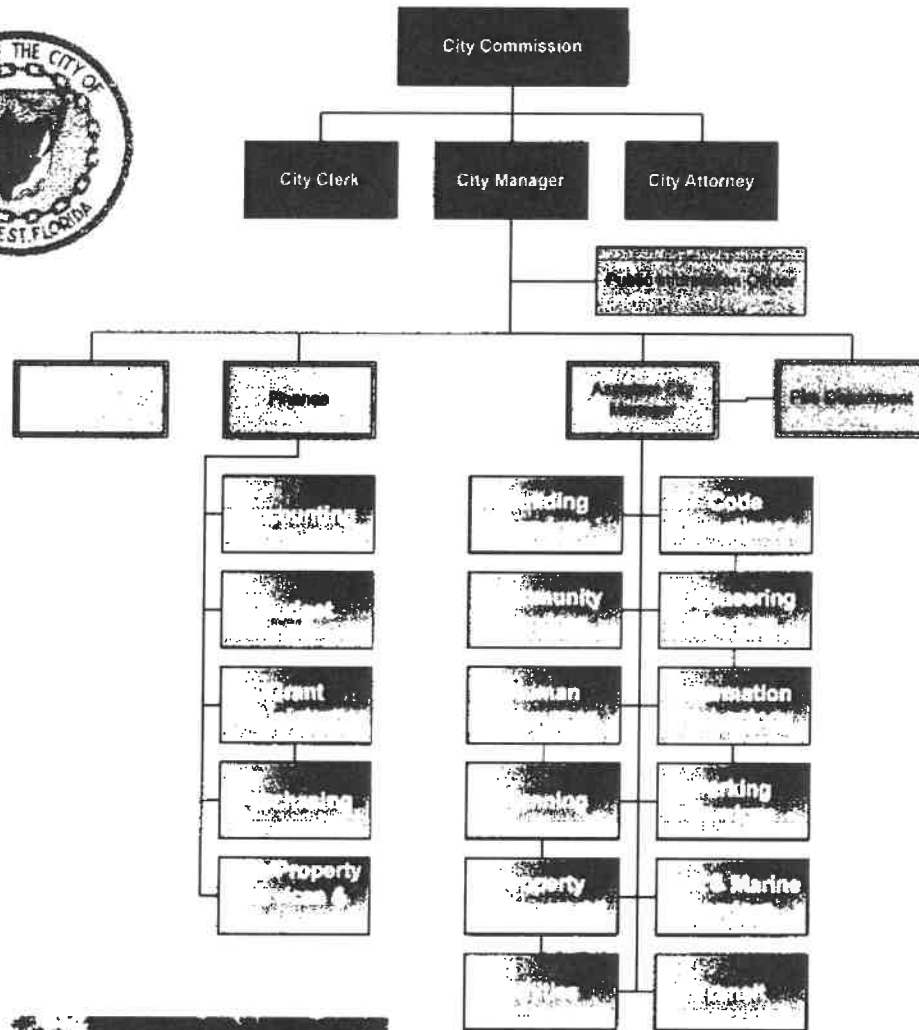
Key West is located at the southern end of U. S. Highway 1, 153 miles southwest of Miami, Florida and 93 miles northwest of Havana, Cuba, at 24.5 degrees north of the equator. The island is about 4 miles long by 1.5 miles wide. Key West is the County seat of Monroe County. The City occupies the entire 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

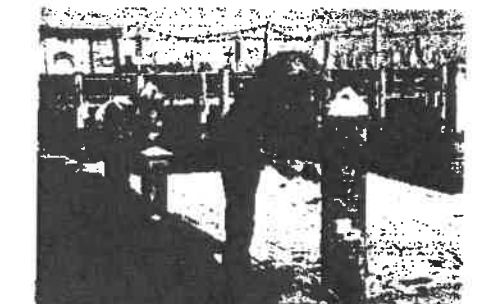
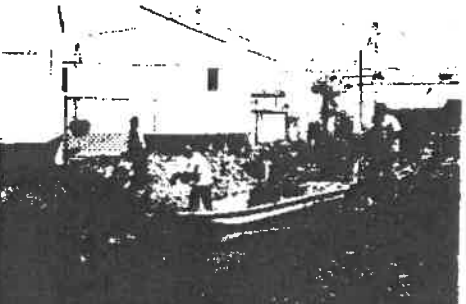
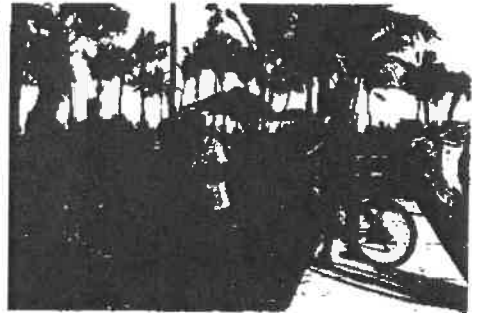
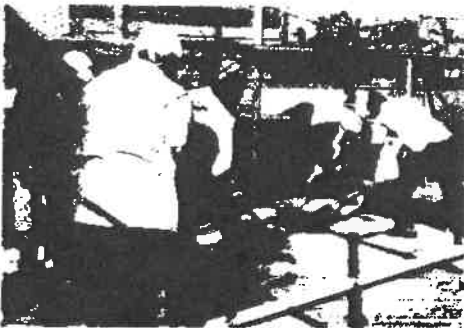


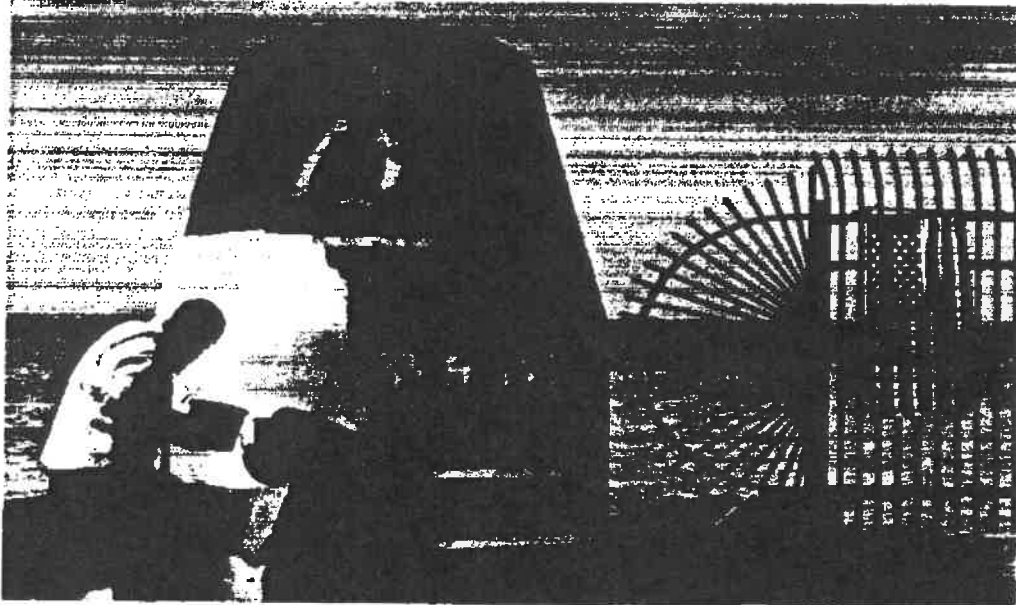
KEY WEST CITY COMMISSION	
Teri Johnston	Mayor
Jimmy Weekley	District I
Samual Kaufman	District II
Billy Wardlow	District III
Greg Davila	District IV
Mary Lou Hoover	District V
Clayton Lopez	District VI

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

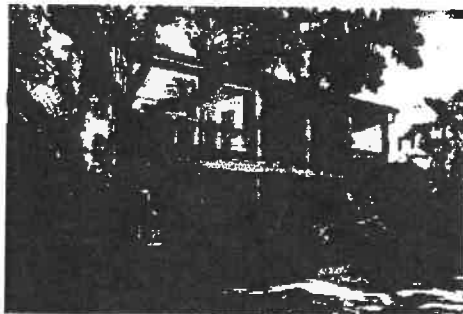
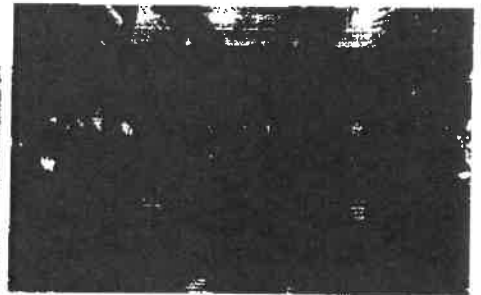
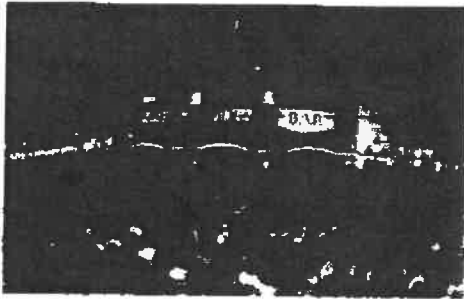
- Budget and finance
- Environmental sustainability
- Outstanding manager and strong leader with keen analytical skills and the ability to effect structural and cultural organizational change as needed
- Economic sustainability; understands critical community components and value and how to balance them - 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

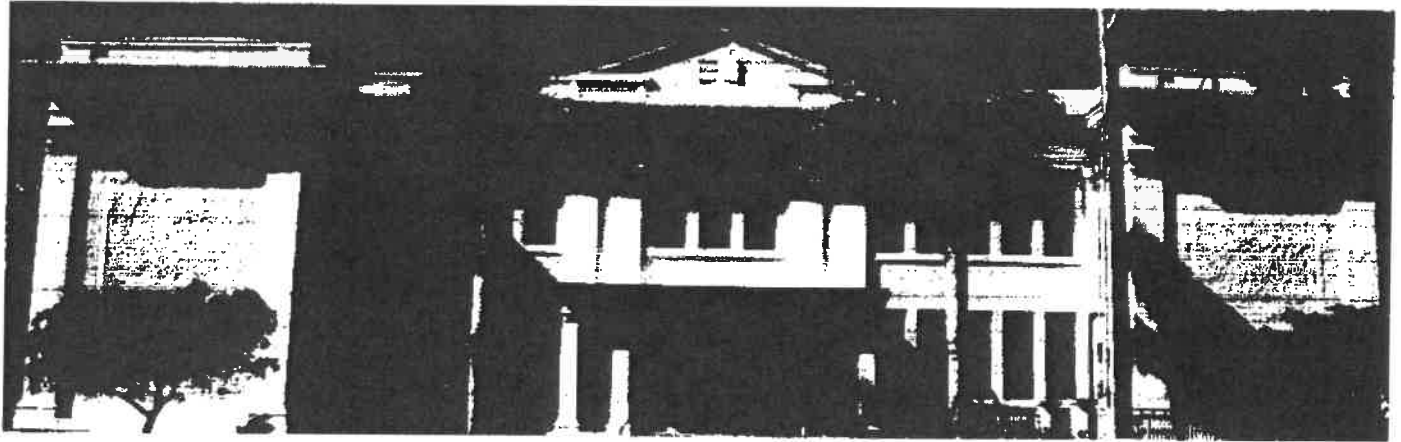
A Tropical Island with unique community character in harmony with the diversity of people and with its environment

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.



RESOLUTION 21-132

RESOLUTION NO. 21-132

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, APPROVING THE ATTACHED EMPLOYMENT AGREEMENT BETWEEN THE CITY OF KEY WEST AND PATTY K. McLAUHLIN FOR THE POSITION OF CITY MANAGER; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, at its meeting on June 15, 2021, the City Commission selected Patty K. McLaughlin for the position of City Manager; and

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

Section 1: That the attached Employment Agreement between the City of Key West and Patty K. McLaughlin for the position of City Manager is hereby approved.

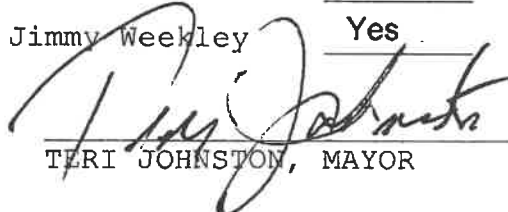
Section 2: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held
this 20th day of July, 2021.

Authenticated by the Presiding Officer and Clerk of the
Commission on 21st day of July, 2021.

Filed with the Clerk on July 21, 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:



KERI O'BRIEN, DEPUTY CITY CLERK

**CITY MANAGER
EMPLOYMENT AGREEMENT**

This Agreement is made and entered into this **21st day of July 2021**, by and between The City of Key West, Florida, a local governmental agency operating under the laws of the State of Florida and the Charter of the City of Key West, Florida, ("City"), whose main business is located at 1300 White Street, Key West, Florida 33040 and **PATTY K. MCLAUCHLIN**, ("City Manager"), whose present residence address is 2 Hutchinson Lane, Key West, Florida 33040. and City and City Manager hereby agree as follows:

1. Recitals. City desires to employ a City Manager for the City of Key West, who shall be the chief executive and the administrative officer of the City in accordance with the City Charter.

2. Employment. City hereby employs City Manager as City Manager and City Manager accepts the employment pursuant to the terms and conditions below.

3. Full Time Employment and Benefits. City and City Manager agree that the position of City Manager will be a full-time position. The parties recognize the hours worked by City Manager will necessarily require time outside typical office hours. The City Manager will dedicate forty (40) hours per week plus additional hours as are necessary to perform the duties of City Manager. City Manager shall retain the same level of benefits enjoyed as City Manager including, but not limited to, retirement, sick and annual leave (Subject to buyout as other full time City employees), holidays, health, dental vision and life insurance.

4. Term of Agreement; Termination; Resignation.

A. Normal Term. The term of this Agreement shall be for the period beginning July 21, 2021, as per **Resolution No. 21-132**, approved by the City Commission on July 20, 2021, continuing for a period of 24 months.

B. Extension of Term. This Agreement will automatically renew for a two-year period unless either the City or the City Manager gives the other written notice of its or her intent to modify or terminate the Agreement. Such written notice will be given not less than 6 months prior to the expiration of any then existing term of this Agreement. For a renewal term year, the salary will be increased in the same manner as the yearly increases specified in paragraph 6 of this agreement.

C. Termination of Agreement.

1. City Manager acknowledges, in the position of City Manager, she serves at the pleasure of a majority of the City Commission. In the event a majority of the City Commission terminates this Agreement for without cause, City Manager will be entitled to receive from City, and within

fifteen (15) days will be paid by City, a sum equal to the total of the prospective benefits and salary that would have been earned by City Manager as if still employed under this Agreement for twenty (20) calendar weeks following the effective date of cancellation.

2. By Normal Expiration. This Agreement is terminated upon its normal expiration date as stated in Section 4.A.

D. Resignation by City Manager In the event that City Manager resigns from the position prior to the normal expiration date, she will not be entitled to any payment for any sums provided for in paragraph C1. Manger shall deliver written notice of resignation to the City through the City Clerk. Unless otherwise agreed or waived by the City, Manager shall provide a minimum of six (6) months' notice of non-renewal, resignation or retirement.

5. Conflict of Interest Prohibition. The City Manager shall not without the express prior approval of the City Commission, individually, as a partner, joint venture, officer or shareholder, invest or participate in any business venture conducting business in the corporate limits of the City except for the purchase of real property and stock ownership in any company whose capital stock is publicly held and regularly traded. The City Manager shall abide by the provisions of Chapter 112, Florida Statutes and the Code of Ethics pertaining to public employees.

6. Base Salary. The City will pay to City Manager, as and for a base salary, the sum of Two Hundred Fifteen Thousand Dollars (\$215,000.00) per annum; the base salary shall increase at the same time and same percentage rate as afforded to City Department Heads each fiscal year. Payments shall be made in accordance with the City's standard payroll procedure. Retroactive pay for the time period of from June 16, 2021 to July 20, 2021 to be paid on the first pay-period after execution of this contract. A cell phone allowance of \$100.00 per month will be paid on the second pay period of each month.

7. Transportation. City agrees to pay to the City Manager the sum of Four Hundred Dollars (\$400.00) per month as and for a transportation allowance.

8. Travel Reimbursement. City agrees to pay to or reimburse City Manager for the costs of meals, other expenses and lodging incurred by City Manager that may be necessary, required, or appropriate in fulfilling City Manager's duties and responsibilities under this Agreement. Meals, other expenses and lodging will be paid for or reimbursed at the rates specified in Section 112.061, Florida Statutes, or as permitted under City Ordinance, whichever is greater, as with any other City employee.

9. City Retirement System. City agrees that City Manager will be a member of the General Employees Retirement Plan of the City. City and City Manager will contribute such amounts at such times in accordance with standard City policy and procedure.

10. Duties and Responsibilities.

- A. General.** City Manager will have those responsibilities and perform those duties which are listed in the City Charter, the City Code of Ordinances, state and federal law. The City Manager shall also perform such other legally permissible and proper duties and functions as the City Commission shall from time-to-time assign.
- B. Availability and Residence.** City Manager will be reasonably available to City Commissioners and key City staff twenty-four (24) hours per day. Such availability will be by telephone or electronic messaging, or in person. The City Manager shall establish and maintain residency in the City boundaries within six months of the commencement of employment.
- C. Outside Activities.** City Manager shall be allowed to teach, train and/or consult with other municipalities or private and public sector entities so long as it does not interfere or conflict with City business. The City Manager is encouraged to engage in community activities if such activities are not in conflict with the interests of the City. The City Commission shall be the sole judge of any interference or conflict.

11. Professional Development and Memberships. The City agrees to annually budget and to pay the reasonable membership dues for professional trade associations or organizations at the national and state level. Travel and subsistence expenses of the City Manager for professional and official travel, conferences, meetings, seminars and other occasions, adequate to continue her professional development and to pursue official and other functions of the City.

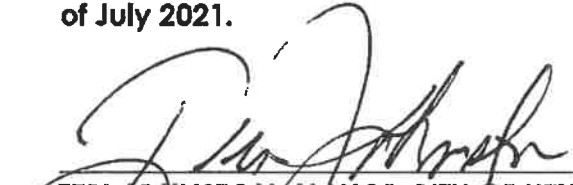
12. Personal Leave. The City and City Manager agree that, due to the variety of hours worked and requirements of the position of City Manager, interference with City Manager's family life is to be expected and it is recognized that City Manager may from time to time absent herself during normal business hours for personal or family time; provided, however, that City Manager remains reasonably available to City Commissioners and key City staff by telephone or other electronic means. Such personal time or family time will not be considered or debited against vacation time.

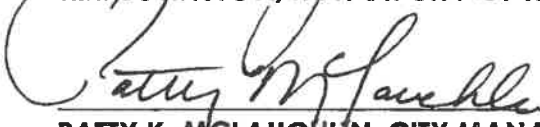
13. Indemnification. The City will defend, hold harmless and indemnify City Manager against any tort, professional liability, or other legal demand, claim, or action which is related directly or indirectly to City Manager's lawful actions in her capacity as City Manager.

14. Miscellaneous Provisions. This agreement is made in the State of Florida and is governed by Florida law. This is the entire agreement between the parties and may not be modified or amended except by a written document signed by the party against whom enforcement is sought. This agreement may be signed in more than one counterpart, in which case each counterpart will constitute an

original of this agreement. Paragraph headings are for convenience only and are not intended to expand or restrict the scope or substance of the provisions of this agreement. Wherever used herein, the singular will include the plural, the plural will include the singular, and pronouns will be read as masculine, feminine or neuter as the context requires. If any provision of this agreement is held invalid or unenforceable, the remainder of the agreement shall remain in full force and effect, and the offending provision shall be amended to the nearest legally permissible term as permitted by law so as to effectuate the intent of the parties. This Agreement is a joint result of the parties' negotiations and shall not be construed against any party on the basis of authorship. The prevailing party in any litigation, arbitration or mediation relating to this agreement will be entitled to recover its reasonable attorneys' fees from the other party for all matters, including, but not limited to, appeals. Venue for any litigation involving this agreement shall be Monroe County, Florida.

IN WITNESS WHEREOF the parties have executed this Agreement on this 21st day of July 2021.


TERI JOHNSTON, MAYOR CITY OF KEY WEST


PATTY K. MCLAUCHLIN, CITY MANAGER

7/21/21
Date:

7/21/2021
Date:

ATTEST:


KERI O'BRIEN, SENIOR DEPUTY CITY CLERK

RESOLUTION 22-255

RESOLUTION NO. 22-255

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, APPROVING AND ADOPTING THE ATTACHED "THE CITY OF KEY WEST JOB DESCRIPTION - CITY MANAGER"; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City Commission finds that it is reasonable to update the job description and qualifications for the position of City Manager from time to time; and

WHEREAS, the City Commission finds that the establishment of specific goals for the City Manager would benefit the health, safety and welfare of residents and visitors of Key West.

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

Section 1: That the attached "The City of Key West Job Description - City Manager" is hereby adopted.

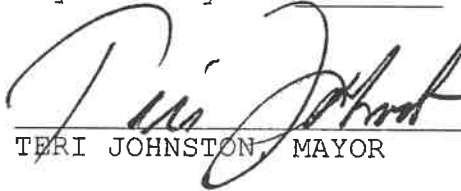
Section 2: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held
this 1st day of November, 2022.

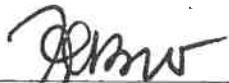
Authenticated by the Presiding Officer and Clerk of the
Commission on 2nd day of November, 2022.

Filed with the Clerk on November 2, 2022.

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:


KERI O'BRIEN, DEPUTY CITY CLERK



TO: The City of Key West Commission
FROM: Samantha Farist, Human Resources Director
DATE: October 21, 2022
RE: City of Key West
City Manager Job Description

EXECUTIVE SUMMARY

ACTION ITEM

Approve the submitted job description for the City Manager's position to be used in advertising for the position that will be available with the retirement of the current City Manager, Patti McLauchlin.

BACKGROUND


The most recent City Manager job description's last revision was in 2012.

Along with applying customary salary increases throughout the years, the job description needed to be revised to delineate certain issues that are now utmost on the minds of Key West citizens.

The current commission was polled for items that were important to them and their constituents to be added as well.

RECOMMENDATION

For the City Commission to approve the attached job description to be used in the advertising and hiring for the next City Manager of Key West.

	THE CITY OF KEY WEST Job Description	Contract, Exempt Position	
		DATE OF REVISION	10/2022
POSITION	CITY MANAGER	BUDGETED BASE SALARY	\$215,000.00
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 of weather.

PHYSICAL REQUIREMENT:

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

CITY MANAGER**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.
- Experience in Affordable Housing very important.
- Able to establish and maintain cooperative and effective working relationships with elected and appointed officials, employees and the general public.
- Florida experience preferred.
- Experience in Sea Level Rise issues very important.
- Must possess strong interpersonal communication skills.
- Ability to continue the strong relationship with local military contacts.
- ICMA affiliation preferred.
- Post hire must establish residence in the City of Key West within six months.

CITY MANAGER

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,
VETERAN'S PREFERENCE EMPLOYER & A DRUG-FREE WORKPLACE**

POLICY & PROCEDURES MANUAL

P. 31 RE-EMPLOYMENT

CITY OF KEY WEST
POLICY & PROCEDURES MANUAL
CHAPTER 2 - EMPLOYMENT POLICIES

POLICY: 2008

SUBJECT: RE-EMPLOYMENT

PURPOSE: To establish a policy for re-employment.

STATEMENT OF POLICY:

To provide a policy to rehire employees who left in good standing with the City. This policy does not include employees who left the City because of *ADA* reasons.

SCOPE:

1. Any former regular employee who resigned in good standing from the City is eligible for re-employment after a period of six (6) months, unless a shorter time period is authorized by the *CM*, in writing.
2. Persons interested in re-employment should file a completed City Application form and a signed job description. The individual will then proceed through the regular hiring procedures with other applicants according to the Hiring Policy in this manual.
3. The compensation and benefits of a rehired employee will be subject to provisions for new hires unless there are extenuating circumstances beyond the employee's control that caused his/her separation.
4. The individual's previous *Official Personnel File* will be re-activated once re-employed by the City, provided re-employment is within seven years of the original termination.
5. All individuals re-employed by the City must complete a probationary period and are subject to any post hire or return to duty examination according to the City policy for new hires.
6. Any employee who leaves the employment of the City for whatever reason will not retain his/her seniority upon rehire, unless it occurs within the 12 month *holding period* of the termination date or within 18 months in the case of a displacement.
7. A former employee who was involuntary terminated must have the approval of the *CM* to be re-employed.

City Approved
Last Revised