

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

**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.
- Equivalent education and experience may be considered.
- Must possess strong interpersonal communication skills.
- Post hire must establish residence within 35 mile radius of the City of Key West within six months,

**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**