



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.