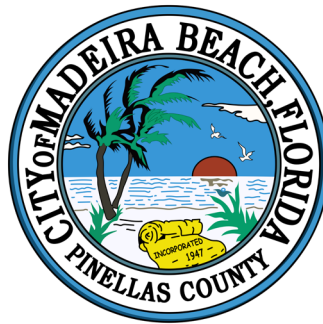
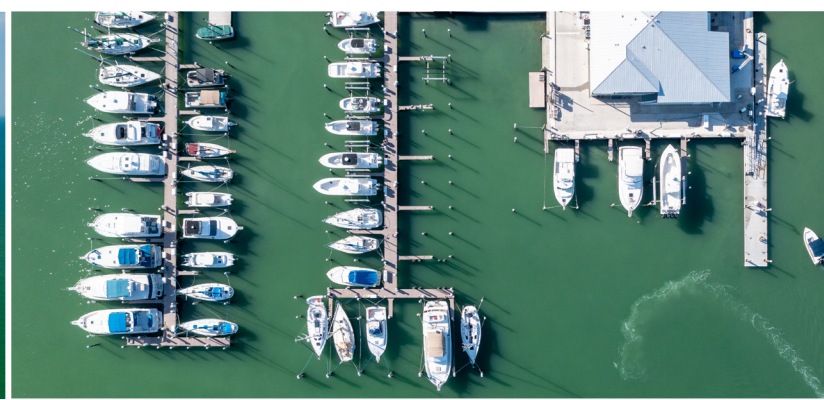




THE CITY OF MADEIRA BEACH, FL
INVITES YOUR INTEREST IN THE POSITION OF
HUMAN RESOURCES DIRECTOR

THE COMMUNITY

The City of Madeira Beach, affectionately known as “Mad Beach,” is a vibrant coastal community nestled along Florida’s central west coast in Pinellas County. With two miles of sun-drenched Gulf shoreline, Madeira Beach is celebrated for its pristine white-sand beaches, sparkling turquoise waters, and relaxed island lifestyle. Its distinctive blend of small-town character and resort-style amenities has made it a beloved destination for residents and visitors from around the world.

Home to just over 4,000 full-time residents and encompassing approximately one square mile, Madeira Beach maintains a strong sense of community while welcoming millions of visitors each year who come to enjoy its fishing heritage, waterfront dining, and year-round outdoor recreation. Known as the “Grouper Capital of the World,” Madeira Beach hosts the annual John’s Pass Seafood Festival each October—one of Florida’s largest and most popular coastal celebrations—honoring its maritime roots and vibrant local culture.

John’s Pass Village & Boardwalk serves as the heart of the entertainment district, offering more than 100 shops, restaurants, and attractions overlooking the bustling waterway.

Guests can enjoy world-class deep-sea fishing, dolphin-watching cruises, parasailing, jet-skiing, and boutique shopping, all in one dynamic setting. Just offshore, visitors will find abundant opportunities for snorkeling, paddling, and exploring the area’s rich marine ecology.

Madeira Beach places a high priority on protecting its natural resources, including its award-winning public beaches and important sea turtle nesting habitat. Scenic parks, waterfront green spaces, and improved recreational facilities encourage residents and guests alike to enjoy fresh air, sunshine, and coastal adventure year-round. Whether strolling the beach at sunset, casting a line from the pier, or savoring fresh seafood by the water, Madeira Beach offers a welcoming and unforgettable slice of Florida’s Suncoast lifestyle.

THE AGENCY

The City of Madeira Beach operates under a commission-manager form of government. Legislative authority rests with the Board of Commissioners, which serves as the City’s policymaking body. The Board consists of the Mayor, elected at-large, and four District Commissioners, who are also elected at-large while representing designated districts. Terms are staggered: District Commissioners serve two-year terms, and the Mayor serves a three-year term. The



Board of Commissioners appoints the City Manager, City Clerk, City Attorney, and City Treasurer.

The City’s adopted FY 2026 budget reflects a millage rate of 2.75 mills, unchanged from the prior year, and identifies ad valorem taxes and parking revenues as significant revenue sources. The adopted FY 2026 budget includes a \$18.3 million General Fund and a five-year Capital Improvement Program budget of \$13.7 million. It also reflects approximately 82.25 full-time equivalent staff members, a staffing level consistent with the City’s modest population and compact geography.

The budget emphasizes fiscal accountability, transparency, and infrastructure investment, including beachfront groin restoration, stormwater and drainage improvements, and construction of a new parking garage in the John’s Pass area.

Service delivery in Madeira Beach includes core municipal functions such as fire and emergency medical services, marina operations, parks and recreation, public works, stormwater management, sanitation, roads, beach maintenance, zoning and building permitting, and contract law enforcement. The City contracts with the Pinellas County Sheriff’s Office for police services.

Parks and recreation amenities include neighborhood parks, beachfront open space, and marina access. Key infrastructure responsibilities include maintenance of beachfront groins and piers, dike and flood mitigation, and support for the tourism economy, particularly around John’s Pass Village & Boardwalk. The City emphasizes both resident quality of life and visitor amenities in its strategic planning.

Overall, Madeira Beach is a compact, well-managed seaside city balancing resident services with tourism infrastructure and environmental resilience. Its budget and service footprint reflect the City’s dual role as both a full-service municipality and a coastal destination, while its governance, budgeting, and operational structure provide a stable foundation for community life and visitor activity.

THE POSITION

The City is seeking an experienced, collaborative, and forward-thinking Human Resources Director to join its leadership team. This newly created position will serve as a strategic architect for the City’s human capital strategy, ensuring compliance, strengthening organizational practices, and fostering a culture that supports overall organizational success.

Under the general direction of the City Manager, the Human Resources Director serves as the City's chief personnel officer and trusted advisor to the City Manager, elected officials, and department directors while helping cultivate a positive, productive, and service-oriented workplace environment.

The Human Resources Director is responsible for planning, directing, managing, and overseeing all human resources functions. Key priorities include workforce planning, recruitment and retention, employee relations, policy development, performance management, compensation, benefits administration, training and development, risk management coordination, compliance, and support for an energized, accountable, and service-focused organizational culture.

Duties and responsibilities of the Human Resources Director include:

- Plan, organize, and direct all human resources operations for the City.
- Serve as the principal advisor to the City Manager on personnel matters, organizational development, and workforce planning.
- Develop, recommend, and administer human resources policies, procedures, and programs in compliance with federal, state, and local laws.
- Oversee recruitment, selection, onboarding, and retention initiatives to attract and retain a qualified workforce.
- Administer employee benefits programs, including health, dental, vision, retirement, wellness initiatives, and leave management.
- Oversee classification and compensation plans, salary studies, and pay administration.
- Provide guidance and support to department directors and supervisors on employee relations, disciplinary actions, performance management, and conflict resolution.
- Conduct workplace investigations and ensure the fair and consistent application of policies and procedures.
- Coordinate employee training, leadership development, and succession planning initiatives.
- Ensure compliance with FLSA, FMLA, ADA, EEOC regulations, Florida statutes, and other applicable employment laws.
- Oversee workers' compensation coordination, unemployment claims, and collaboration with risk management partners.
- Maintain official personnel records in accordance with public records laws and retention requirements.
- Prepare and manage the Human Resources Department budget.
- Lead organizational culture initiatives that promote engagement, accountability, and service excellence.
- Attend Commission meetings and other public meetings as required.
- Perform other related duties as assigned.



The position requires attendance at evening or weekend meetings and events and availability to respond to personnel matters during emergency operations or disaster situations.

IDEAL CANDIDATE

The Human Resources Director will be a hands-on professional who provides strategic leadership and operational oversight to build and lead a centralized, comprehensive, and customer-service-focused HR function.

The skills and abilities necessary for success in this role include:

- Ability to maintain confidentiality and exercise sound judgment in sensitive matters;
- Thorough knowledge of federal and state employment laws and regulations;
- Knowledge of public-sector human resources principles and practices;
- Strong leadership, organizational, and strategic planning skills;
- Excellent written and verbal communication skills;
- Ability to analyze complex personnel issues and develop practical, legally compliant solutions;
- Ability to establish and maintain effective working relationships with elected officials, department directors, employees, union representatives, if applicable, and the public;
- Strong conflict resolution and mediation skills;
- Proficiency with HRIS systems, payroll coordination, and Microsoft Office applications, with an openness to new solutions and emerging technologies that improve operational efficiency;
- Commitment to ensuring fairness and equity across the organization

in matters related to hiring, promotion, performance measurement, and discipline;

- Ability to collaborate and provide input on citywide projects and initiatives that may affect organizational morale, reputation, and workforce development;
- Ability to provide unbiased, judgment-free feedback and guidance; and
- A demonstrated commitment to integrity and high ethical standards.

The ideal candidate will be both a hands-on human resources professional and a strategic partner capable of establishing and leading a centralized, comprehensive, and service-focused HR function that fosters a culture of excellence throughout the organization.

The Human Resources Director will develop, encourage, and mentor staff while interacting with employees tactfully and effectively. The successful candidate must embrace diversity and promote best practices.

The selected candidate will be approachable, supportive, trustworthy, and intentional in building relationships. This individual must be a self-starter who is innovative, collaborative, and progressive, with the ability to anticipate issues and proactively identify solutions.

An effective leader with an open, inclusive management style and strong administrative and managerial skills is needed—someone who will provide clear guidance and direction, set expectations, and hold staff accountable.

Requirements include a bachelor's degree in Human Resources, Public Administration, Business Administration, or a related field and six (6) years of progressively responsible human resources experience, including supervisory or management experience. Public-sector or municipal government human resources experience and professional HR certifications, such as SHRM-CP, SHRM-SCP, PHR, or SPHR, are preferred. An equivalent combination of education, training, and experience may be considered. The selected candidate must possess or obtain a valid Florida Driver's License.



COMPENSATION

The salary range is \$90,000 to \$125,000, with the starting salary dependent on qualifications and accompanied by a competitive benefits package. Florida does not have a state income tax.

TO APPLY

If interested in this outstanding opportunity, visit our website at www.SRNsearch.com and apply online.

The first review of resumes will take place on July 19, 2026; the position is open until filled.

Resumes will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references. References will be contacted only with the candidate's consent. Final interviews will be held with the City of Madeira Beach. Candidates will be advised of the status of the recruitment following the selection of the Human Resources Director.

Questions should be directed to:

**S. Renée Narloch, President or
Elliott Pervinich, Vice President
S. Renée Narloch & Associates
info@SRNsearch.com | 850.391.0000
www.SRNsearch.com**

In accordance with Florida's Public Records and Sunshine Laws, resumes and applications are subject to public disclosure. The City of Madeira Beach is an Equal Opportunity Employer.

