



S. RENÉE NARLOCH
& ASSOCIATES
PROFESSIONAL EXECUTIVE RECRUITMENT



CITY OF LAKE CITY, FL

INVITES YOUR INTEREST IN THE POSITION OF

CITY MANAGER

THE COMMUNITY

The City of Lake City (est. pop. 12,352) is a warm, friendly hometown community located in central northern Florida, 60 miles west of Jacksonville, 45 miles northwest of Gainesville, and 100 miles east of the state capital, Tallahassee. The City encompasses 12.4 square miles and is the seat of Columbia County (est. pop. 71,686).

Lake City is a historic town that goes back to the earliest days of modern Florida history when Hernando de Soto and his Spanish expedition had a settlement in the area. Lake City began as the town of Alligator in 1821 near the Seminole Indian settlement known as Alligator Village. In 1858, Alligator was incorporated and renamed Lake City.

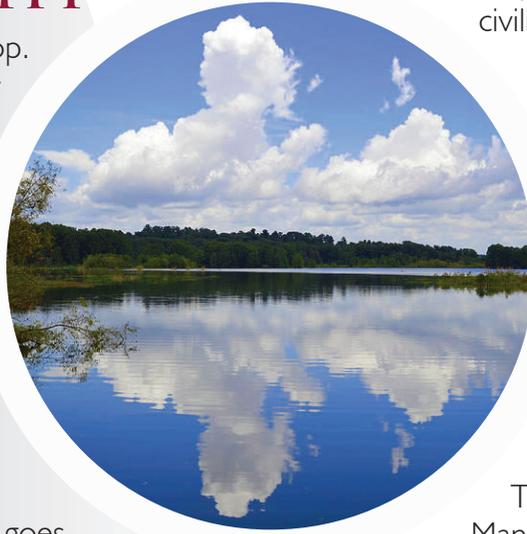
Situated near the intersection of two of Florida's most traveled interstates, I-10 and I-75, Lake City is known as the "Gateway to Florida," with a large percentage of Florida's tourist and commercial traffic passing through this corridor.

Lake City is well known for its uniquely pristine natural beauty, including its many crystal-clear freshwater springs, lakes, and rivers, making for spectacular outdoor adventures, among other year-round activities.

A big attraction of Lake City is that it provides a taste of "Old Florida" with its small-town feel, rich history, and historic homes and buildings. Still, the City is just a short driving distance to several larger cities with many amenities.

Companies with large operations in Lake City include Hunter Panels, New Millennium, and United States Cold Storage. In 2008, Target built its first company-owned and third-party-operated perishable food distribution center in Lake City.

The Lake City Gateway Airport is a city-owned, public use, general aviation airport located three miles from downtown. The Airport supports corporate business jet and charter airliner traffic and hosts aviation industrial facilities that modify



and repair large aircraft for military and civilian operators.

The year-round climate is typically mild, with temperatures ranging from the low 90s in the summer months to an average of mid 60s during the winter months, providing year-long access to many outdoor activities and adventures.

THE AGENCY

The City of Lake City has a Council-Manager form of government. The Council serves as the legislative body and consists of an elected Mayor and four (4) elected Council members. The Mayor is elected at large, and Council members are elected non-partisan by district. All members serve four-year terms.

The Council appoints a City Manager to oversee the City's day-to-day personnel and operational activities; a City Attorney for legal needs; and a City Clerk responsible for City records, meetings minutes, and City elections.

The City has been well managed and prides itself on providing a full range of quality services. Municipal services include fire, police, public works, recreation, and utilities (natural gas, water & wastewater). The City also owns and manages the municipal general aviation airport.

The City has an approved FY2022 total budget of \$60.6 million, including a General Fund of \$17.4 million, and is supported by a workforce of 197 full-time equivalent employees.

The City is currently experiencing growth and expansion and has several projects in progress, including the SR47/I-75 corridor improvements; water and wastewater treatment upgrades; historic preservation efforts; economic development opportunities; land development and annexation; airport improvements; and several utility expansion projects. Additionally, the City has a Community Redevelopment Agency (CRA), which has several ongoing community development and beautification projects.

THE POSITION

The City Manager serves as the chief administrative officer and provides leadership, direction, guidance, and management of the City Departments. The City Manager is responsible for carrying out council policies and directives, as well as planning and directing activities to ensure the efficient and effective operations of the City. The City Manager coordinates City efforts to accomplish cost savings and increased efficiencies and regularly interacts with peers and legislators at the city, county, and state level.

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional related functions, as needed. Responsibilities include, but are not limited to:

- Plans, organizes, directs, and coordinates the activities of City Departments.
- Assists Council members in developing major policies for the general direction of City affairs, for planning long-range programs, and for making difficult administrative decisions.
- Delegates authority for the performance of administrative and technical activities and work and emphasizes general administration and coordination.
- Administers and implements directives and policy decisions and supervises all departments and employees.
- Coordinates policy and budgetary matters.
- Confers with and advises department heads on problems related to the operation and direction of various City programs; develops and installs work procedures, forms, and methods.
- Directs and reviews the preparation of the annual City budget; directs City personnel practices, including administration of the position classification and pay plan.
- Receives requests and complaints from the public concerning administrative actions of the various departments; follows up on the correct action and sees that replies to inquiries are given.
- Performs organizational and procedural analyses of the City departments.
- Gathers information, prepares reports, and makes recommendations.



- Attends meetings of professional organizations and speaks before local civic groups on various aspects of City government.
- Confers with representatives of federal, state, and local agencies on matters pertaining to a number of City programs.
- Performs all other related duties as assigned.

THE IDEAL CANDIDATE

The ideal candidate for City Manager must have exceptional leadership skills. A personable, accessible leader who is transparent, inclusive, and fosters open dialogue is desired.

The City Manager will create and influence relationships to build rapport and trust. Building relationships with the community and stakeholders, including participation in community activities and civic engagement, is important.

The ideal candidate will be professional, accountable, honest, and a person of integrity. Must be an advocate for staff, promote training and staff development, and have the ability to influence the agency's overall culture and morale.

The City Manager will take a fresh look at the agency to assess its overall effectiveness and bring it forward where needed. A sound approach to performance management, best practices, and strategic planning is important.

The City Manager will spearhead and manage many projects and, thus, will need exceptional time management and project management skills.

A visionary who can guide the City through anticipated growth-related issues will be valuable. Ideally, candidates should have knowledge and experience developing and negotiating contracts and agreements. Must be highly organized, a self-initiator, and able to exercise considerable independent judgment.

An innovative and solutions-oriented individual with exceptional interpersonal, communication, and presentation skills is needed. Experience in negotiations and finance/budgeting is important. Must be politically astute while understanding the importance of remaining apolitical. The ideal candidate should be well versed in municipal management and Board relations.

Requirements include a Bachelor's degree in Public or Business Administration or a closely related field, along with ten (10) years of executive-level municipal or corporate management experience or an equivalent combination of training and experience. Experience in growth management, economic development, utilities, budgeting, strategic planning, and performance management is a plus. The City Manager performs duties for the benefit of the general public during emergencies, and in the event of an evacuation may be required to remain to perform services.

COMPENSATION

The starting salary is open, dependent upon qualifications. The City offers an excellent benefits package, including participation in the Florida Retirement System (FRS). The State of 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 occur on November 18, 2021; 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 following candidate consent. Final interviews will be held with the City of Lake City. Candidates will be advised of the status of the recruitment following the selection of the City Manager.

Questions may be directed to:

S. Renée Narloch & Associates
info@srnsearch.com | 850.391.0000
www.srnsearch.com

The City of Lake City is an equal opportunity employer.

Pursuant to Florida's broad Public Records/Sunshine laws, applications and resumes are subject to public disclosure.

