



S. RENÉE NARLOCH  
& ASSOCIATES  
PROFESSIONAL EXECUTIVE RECRUITMENT



**CITY OF LIVE OAK, FL**  
INVITES YOUR INTEREST IN THE POSITION OF  
**CITY MANAGER**

## THE COMMUNITY

The City of Live Oak is a small, historic, naturally beautiful community located in north Florida, about 70 miles from the Gulf of Mexico and the Atlantic Ocean. Situated along both Interstate 10 and Interstate 75 corridors, Live Oak is 7.63 square miles and has an approximate population of 6,800. Live Oak is the county seat of Suwannee County and is within a short driving distance of the cities of Jacksonville, Gainesville, and Tallahassee, the state capital of Florida.

The region has many small farms, charming towns, many acres of wooded lands, and beautiful natural landscapes. Home to the infamous Suwannee River which inspired a state song, the area offers an abundance of opportunities to discover nature. Outdoor adventures include swimming, canoeing, fishing, and horseback riding, as well as discovering wildlife and bird sanctuaries, and much more. Northern-central Florida is one of the best places for cave diving in Florida and some of the most extraordinary cave systems in the world are located in Suwannee County. The area is also home to an extensive group of beautiful freshwater springs and limestone formations.

For music enthusiasts, the area has programming year round that provides live music of every genre, including the annual Wane Music Festival, a 3-day rockfest and sleepaway camp which draws major label recording artists, vendors, and attendees from far and wide.

The region has an exceptional parks system which includes many small neighborhood parks with playgrounds, covered picnic pavilions, walking trails, plenty of open grassy areas and



well-maintained, modern fields for football, soccer and baseball, as well as several state parks.

Heritage Square is Live Oak's newest and most exciting Community Redevelopment Agency project. Located in the heart of the city, Heritage Square contains historic structures, greenspace and vacant parcels to be developed.

A master plan has been adopted with a vision to implement strategies to revitalize the area.

## THE ORGANIZATION

The City of Live Oak has a Council-Manager form of government. The Council is comprised of five (5) Councilmembers, who are elected in non-partisan district races. Also, the City has a Mayor who is non-voting and elected at large. Each elected official serves a four-year term, with no term limits.

The City Manager is appointed by the five (5) voting members of the City Council and oversees seven (7) departments including Building; Community Redevelopment Agency (CRA); Finance; Fire; Planning, Zoning & Development; Police; and Public Works (includes Animal Control and Code Enforcement).

The City provides a full range of municipal services, has an FY2020 total budget of \$20.5 million, and employs a workforce of 67 full-time employees, including 35+ contracted Public Works/Labor staff.

## THE POSITION

The City Manager serves as the chief executive officer and provides general



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 interacts regularly with peers and legislators at the city, county and state level.

Responsibilities of the City Manager include:

- Works with department heads to develop, plan and implement goals and objectives;
- Oversees Capital Improvement Projects for the City;
- Ensures that laws and ordinances of the City are enforced;
- Attends all meetings of the City Council;
- Recommends to the City Council for adoption such matters as deemed necessary and expedient;
- Prepares and submits to the City Council an annual operating budget and capital budget of all departments of the City, setting forth the probable needed expenditures and estimated revenue for such year;
- Keeps the City Council advised as to the financial condition and needs of the City;
- Supervises and directs the conduct of all employees;
- Supervises the performance of all contracts for all work done for the City general government;
- Appoints, discharges and sets salaries of employees in all departments and divisions of the general government; and,
- Performs additional duties as specified in the City charter or may be required by City Council.

The City Manager must have exceptional leadership skills and a collaborative, team-oriented management style. Must be a visionary who can help guide the City through anticipated growth-related issues.



The City Manager must be trustworthy, approachable, accessible, and responsive to citizens, stakeholders, elected officials, and staff, as well as being involved with community activities and civic engagements.

The ideal candidate will have excellent communication and interpersonal skills. Should have knowledge and experience developing and negotiating contracts and agreements. Must be highly organized and a self-initiator able to exercise considerable independent judgment.

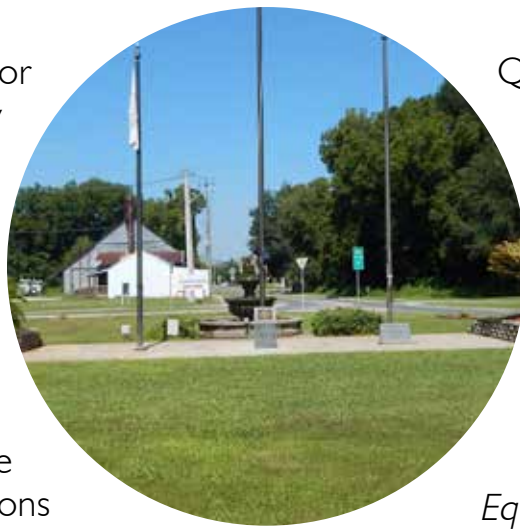
The current City Manager is retiring after serving in the position for several years.

Preferences include a bachelor's degree in Public or Business Administration or a closely related field, along with ten (10) years of executive-level municipal management experience, preferably with an organization of similar size and complexity.

Experience in community development, budgeting, strategic planning, and performance management is a plus. Experience in local government in the State of Florida is preferred.

The City Manager will be assigned to work a variety of schedules, including compulsory work periods

in special, emergency, and/or disaster situations. The City Manager may be required to stay on premises during a declared state of emergency, or as otherwise mandated.



Questions regarding this recruitment may be directed to:

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

## COMPENSATION

The starting salary will be comensurate with qualifications and experience; 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.

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

## TO APPLY

If interested in this outstanding opportunity, visit [www.srnsearch.com](http://www.srnsearch.com) to apply online. The first review of resumes will take place on September 28, 2020; 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 Live Oak. Candidates will be advised of the status of the recruitment following the selection of the City Manager.



2910 Kerry Forest Pkwy D4-242, Tallahassee, FL 32309  
723 West University Ave 110-296, Georgetown, TX 78626  
[www.srnsearch.com](http://www.srnsearch.com)