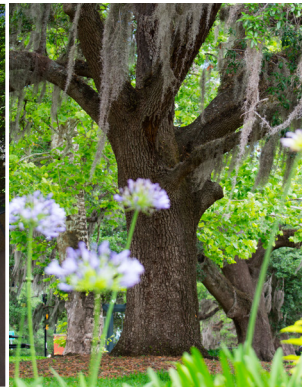




S. RENÉE NARLOCH
& ASSOCIATES
PROFESSIONAL EXECUTIVE RECRUITMENT



THE CITY OF TALLAHASSEE, FL
INVITES YOUR INTEREST IN THE POSITION OF
CITY MANAGER

THE COMMUNITY

Rolling hills, a lush tree canopy, and four distinct though enjoyable seasons set Tallahassee apart from your average Florida city. Located in the Big Bend region, Tallahassee has proudly been Florida's Capital City since 1824 and is home to two major universities.

Known for its inviting hospitality, deep-rooted history, ample access to outdoor recreation, and vibrant cultural scene, it offers a fusion of cosmopolitan flair and southern personality, with a diverse and growing population. Museums, festivals, eateries, and year-round events honor and celebrate the heritage of those who call this area home.

Situated roughly 25 miles north of the Gulf of Mexico and 14 miles south of Georgia, Tallahasseeans can easily enjoy a day trip to the coast or explore country backroads. With four major highways (I-10, US 27, US 319, and US 90) leading into town and an expanding airport, residents can easily connect to regional and worldwide destinations. Getting to and around Tallahassee is generally simple and stress-free.

Tallahassee's multiple premier research and education institutions, including Florida State University, Florida A&M University, Tallahassee State College, and Lively Technical College, attract world-class talent. They also provide training, certification, and continuing education programs for a variety of professions and trades. Along with this infusion of knowledge is an infusion of energy on game days as fans cheer on nationally ranked teams in many sports.

THE AGENCY

More than 200,000 residents enjoy a high quality of life in Tallahassee, supported by the City's commitment to providing reliable, essential



municipal services that support daily living. As the region's largest single provider of services, the City delivers police and fire protection, public transportation, electric, gas, water, parks, and many other critical resources that keep the community safe, connected, and thriving.

The City's Mission is to be the national leader in the delivery of public service. Its vision is a creative capital city that supports a strong community with vibrant neighborhoods; an innovative economic and educational hub serving diverse and passionate people; protecting its natural resources; and preserving its unique character.

The City's values include:

- Honor public trust through ethical behavior
- Provide exceptional citizen service
- Lead with integrity at every level
- Collaborate to reach common goals
- Invest in employee excellence
- Promote equity and celebrate diversity

THE POSITION

The City Manager serves as the City's chief executive officer, responsible for the overall management, administration, and operation of municipal government. Reporting directly to the City Commission, the City Manager implements the Commission's policies and directives and provides executive leadership across all City functions and services.

The City Manager attends all Commission meetings, advises the Commission on policy and operational matters, and ensures the Commission is fully and equally informed regarding City activities, priorities, and financial conditions.

The position plays a central role in advancing the City's strategic goals and organizational priorities through effective leadership, fiscal stewardship, and operational oversight.

Key responsibilities include the executive leadership and administration of all City departments and services, including public safety operations (law enforcement and fire services); management of six utility systems (electric, natural gas, water, wastewater, stormwater, and solid waste); and oversight of internal operations, external relations, and franchise enforcement. The City Manager also has authority over the appointment and removal of employees and provides oversight and overall direction to the City's workforce, which consists of nearly 4,000 employees.

The City Manager is responsible for preparing and administering the City's annual operating and capital budgets, serving as purchasing agent, overseeing collective bargaining with public safety personnel, and leading initiatives focused on organizational effectiveness, cost savings, and operational efficiencies. The City of Tallahassee operates with an annual combined operating and capital budget of approximately \$1.2 billion for Fiscal Year 2026 and manages assets totaling approximately \$5.98 billion, including pension assets.

IDEAL CANDIDATE

The ideal candidate will bring a collaborative and transparent leadership style grounded in accountability, ethical decision-making, and strategic vision. Key attributes and competencies include:

- Demonstrated executive leadership experience in a complex public-sector organization;
- Strong knowledge of public administration, organizational management, and municipal operations;
- Proven ability to lead and develop high-performing teams through collaboration, delegation, and accountability;
- Exceptional communication skills, with



the ability to effectively engage elected officials, department directors, employees, and residents;

- Experience guiding strategic initiatives, organizational improvements, and operational efficiencies;
- Ability to balance competing priorities while maintaining high levels of customer service and responsiveness; and,
- Commitment to professionalism, fostering a positive organizational culture, transparency, and public service.

Requirements include possession of a bachelor's degree with an emphasis in Public Administration, Business Administration, or a related field, and at least ten (10) years of senior management experience in public administration, preferably within a municipality of similar size and complexity. A master's degree is preferred.

At least six (6) years of required experience must include supervisory responsibility. An equivalent combination of education and experience that demonstrates the required knowledge, skills, and abilities may be considered.

Candidates should also have experience in strategic planning, performance measurement systems, collective bargaining and negotiations, outcome-based financial management, and budget development.

The City Manager will be required to file a financial disclosure statement with the Supervisor of Elections, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement, annually thereafter by no later than July 1 of each year in which the City Manager serves in the position, and within 60 days of leaving the position.

All employees may be required to report to work during a declared disaster and must possess a valid Class E State driver's license at the time of appointment.

COMPENSATION

The starting salary is open and dependent upon qualifications and is accompanied by a competitive benefits package. Florida does not have a state income tax.

Website Links:

- [City of Tallahassee](#)
- [City of Tallahassee - Strategic Plan](#)
- [City of Tallahassee - Year in Review](#)
- [City of Tallahassee - Leadership](#)
- [City Data/Tallahassee](#)
- [Visit Tallahassee](#)



TO APPLY

If interested in this outstanding opportunity, please visit our website, www.SRNsearch.com, and apply online. The first review of resumes will take place on August 3, 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 identify a select group of finalists who will be asked to provide references. References will be contacted only following the candidate's consent. Final interviews will be held with the City of Tallahassee Commission. Candidates will be advised of the recruitment status following the selection of the City Manager.

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/Sunshine Laws, resumes and applications are subject to public disclosure.



COMPENSATION & EXECUTIVE BENEFITS

BENEFIT	DESCRIPTION	EMPLOYER CONTRIBUTION
Executive Management Supplement & Car Allowance	Biweekly cash supplement to offset the cost of optional benefits & monthly car allowance.	Cash supplement based on position classification. \$250 monthly car allowance or \$3,000 annually.
Pension	Employee mandatory 5% contribution. 2.25% accrual per year. Vested after 5 years.	Employee paid City contributions based on actuarial determinations needed to fund the plan.
Defined Contribution Plan 401(k)	5% contribution by the City from hire date. Vested at 7 years.	100%
Defined Contribution Plan 401(k) Match	Upon retirement, the City will provide a match on contributions if employee selects monthly payments.	50% match on 401(k) funds up to 5%
Defined Contribution Plan Retirement Savings Voluntary Program (457/ROTH 457)	Pre-tax savings program offering a wide variety of funds to allocate your money.	Employee Paid
Executive Management Leave Time	Personal Leave -120 hours per year. (Increases after years 1, 5, 10, and 20) Sick Leave - 48 hours per year. Personal Leave Days - 2 days at 8 hours each day beginning from day one of employment.	100%
Holidays	11 Holidays + 1 Floating Holiday (8 hours)	100%
Parental Leave	Eligible for paid parental leave for a newborn or newly adopted child.	Max of 240 hours to be used within 12 weeks of the birth of a child or placement in the home for adoption.
Pre-Retirement Survivor Benefit	Your beneficiaries are eligible for a lump sum payment immediately upon your death.	A minimum lump sum of \$50,000 regardless of length of service.
Enhanced Disability Pay	Disability pay for those who are temporarily disabled but are not eligible for disability retirement.	100%
Medical Insurance (Including Rx)	Capital Health Plan - HMO Florida Blue - PPO	88% - Employee Only 80% - Employee + 1 74% - Employee + 2/More
Dental Insurance (MetLife Dental)	3 PPO Options	Employee Paid
Flex Bucks	An annual allowance to help pay for benefits such as medical, dental, vision, and more.	\$82.50 biweekly on all 26 payroll checks