



THE CITY OF ST. PETE BEACH, FL
INVITES YOUR INTEREST IN THE POSITION OF
CITY MANAGER

THE COMMUNITY

The City of St. Pete Beach is a Gulf Coast barrier island community located in west-central Florida, close to St. Petersburg and Tampa Bay.

The City has a land area of approximately 2.25 square miles and a year-round resident population of approximately 8,900.

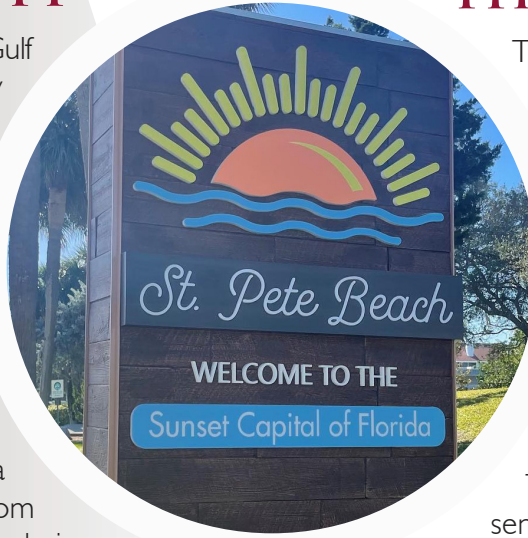
St. Pete Beach is frequently recognized as a top beach destination and received a Travelers' Choice award in 2021 from TripAdvisor as the top-ranked beach in the United States. The city's beautiful white sand beaches, hotels, and historic resources attract tourists and visitors worldwide. The city has a heavy concentration of resorts, hotels, and other accommodations to support its robust tourism.

With miles of pristine beaches, year-round sunshine, an abundance of recreational opportunities, parks, restaurants, and shopping venues, St. Pete Beach is one of the most enjoyable places to live and vacation. It offers a wide variety of concerts, art shows, and special events throughout the year. Additionally, there are many places to visit on the beach or along the downtown corridor, including the Gulf Beaches Historical Museum.

In addition to its permanent population, the City has also become a popular winter residence for people living in other parts of the United States, Canada, and Europe. Nearly 28% of the total residential homes and condominiums in St. Pete Beach are owned by people claiming primary residence elsewhere, reflecting a high volume of seasonal visitors.

Close to attractions in Orlando and even closer to the cultural and cosmopolitan attractions of St. Petersburg, Clearwater, and Tampa, St. Pete Beach strikes the perfect balance for those who want a casual, laid-back experience and the active attraction seeker.

St. Pete Beach residents enjoy access to the city's superior services in what is one of the most beautiful, livable areas of the country. The City is committed to quality of life and ensuring people continue to enjoy safe, healthy, and attractive neighborhoods in this friendly beach community.



THE AGENCY

The City of St. Pete Beach operates under the City Commission/City Manager form of government. The City Commission is composed of a mayor and four commission members and is responsible for enacting ordinances, resolutions, and regulations governing the City, as well as appointing the City Manager, the City Attorney, and the City Clerk.

The City strives to maintain its distinct sense of community values to foster an environment of innovation, resiliency, sustainability, and inspiration.

The City's mission is to be committed to ensuring an optimal quality of life for the community by protecting its beaches and family-friendly environment while being respectful of its history.

The City provides a traditional range of services, including fire protection and emergency medical service; maintenance of parks, streets, beaches, and infrastructure; planning and zoning; recreation services and amenities; library; wastewater collection; reclaimed water; and stormwater drainage management. Law enforcement is provided by the Pinellas County Sheriff's Office (PCSO).

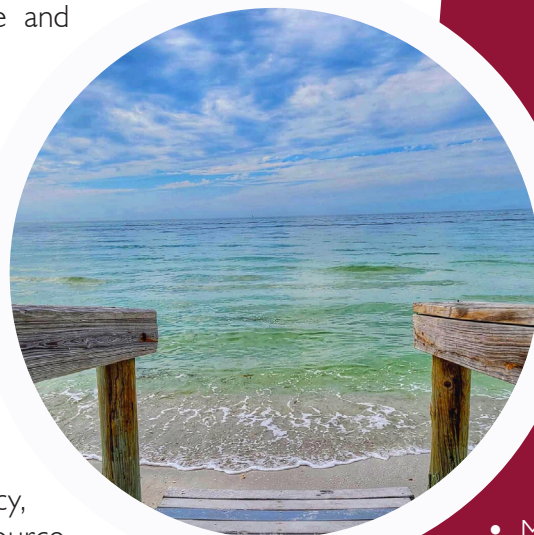
The City has 141 FTEs and a total FY2024 Budget of \$85.5 million, which includes a General Fund of \$32.7 million.

THE POSITION

The City Manager is appointed by an affirmative vote of at least four (4) members of the City Commission and serves at the pleasure of the Commission. The City Manager is the Chief Administrative Officer and is responsible for the overall administration of city affairs as outlined in the Charter. Responsibilities include advising and carrying out directives and policies established by the City Commission and providing overall direction and supervision for all city departments. Additional responsibilities include:

- Directs and supervises the administration of all departments, offices, and agencies of the City except as otherwise provided by the Charter or by law.

- Ensures that all laws, provisions of the Charter, policies, and acts of the Commission subject to enforcement by the City Manager or officers subject to the Manager's direction and supervision are faithfully executed.
- Prepares and submits the annual budget, budget message, and capital program to the Commission in a form provided by ordinances.
- Recommends to the Commission, from time to time, the adoption of such measures as may be deemed necessary or expedient for the health, safety, or welfare of the community or for the improvement of administrative services.
- May consolidate or combine offices, positions, departments, or units under the Manager's jurisdiction, with the approval of the Commission.
- Supervises the purchase of all materials, supplies, and equipment for which funds are provided in the budget.
- Investigates all complaints in relation to matters concerning the administration of the City Government, and ensures that all franchises, permits, and privileges granted by the City are faithfully observed.
- Submits to the Commission and makes available to the public a complete report on the finances and administrative activities of the City at the end of each fiscal year.
- Makes such other reports as the Commission may require concerning the operations of City departments, offices, and agencies subject to the Manager's direction and supervision.
- Keeps the Commission fully advised as to the financial condition and future needs of the City, and makes such recommendations to the Commission concerning the affairs of the City as deemed desirable and appropriate.
- Signs contracts on behalf of the City pursuant to the provisions of appropriations ordinances.
- Maintains community respect with the City of St. Pete Beach by being responsive and informative to residents.
- Studies policies related to salaries, duties, responsibilities, safety, training, morale, efficiency, and various other human resource programs for City employees. Makes recommendations to the Commission for the adoption of such policies as appropriate.



- The Manager and/or a designee shall attend meetings of all City boards and/or committees in an advisory capacity only, and shall not have a vote in their deliberations.
- Performs or delegates frequent inspections of all areas within the geographical limits of St. Pete Beach for which the City Government has service delivery responsibilities. May speak at a variety of public functions, clubs, schools, and civic groups to keep the general public informed of City affairs and to promote good community relations.
- Oversees the selection, training, discipline, evaluation, termination, and status change of all City employees.
- Ensures that all personnel management practices and actions are in compliance with the Fair Labor Standards Act, the City's Personnel Policies and Procedures, and other applicable State and Federal laws, rules, and regulations as may be in effect from time to time.
- Demonstrates thorough knowledge of all Departmental/Divisional policies and procedures, including the City Personnel Policies and Procedures.
 - On an annual basis, objectively and consistently evaluates assigned employees for efficiency and effectiveness utilizing the City's established Employee Performance Evaluations System and related procedures.
- Manages and motivates personnel to maximize the efficiency and effectiveness of the delivery of all services by the City and to promote team unity.

- Ensures that all employees are cognizant of creating good public relations in the performance of their duties.
- Strives to maximize effective communications between all employees throughout all departments in the City.
- Performs other duties as required.



THE IDEAL CANDIDATE

The City is seeking an experienced, innovative City Manager with strong leadership skills and a collaborative, engaging management style. Opportunities for the City Manager include assisting in developing the Commission's vision into clear, viable objectives with measurable benchmarks; evaluating and ensuring efficient operations and streamlined processes throughout the agency; and building relationships by creating a dialogue with the community and other stakeholders. The ability to take a fresh look at the City's strategic initiatives, as well as its capital improvements plan and redevelopment opportunities, is needed. The City Manager must have a working knowledge of overall organizational management in the public sector, including public finance and budgeting, sustainability and redevelopment initiatives, and FEMA and disaster preparedness procedures. Experience in coastal communities is a plus.

The City Manager must be supportive of his/her leadership team and employees and able to mentor and promote professional development, creating a culture that promotes excellence, customer service, and accountability. The City Manager must be able to work effectively with citizens, elected and appointed officials, other legislative bodies, and County, State, and Federal agencies to promote the City's initiatives and interests. The ideal candidate will be personable, approachable, and have excellent communication and interpersonal skills.

Requirements include a bachelor's degree and ten (10) years of experience or a master's degree in Business or Public Administration and five (5) years of experience. Experience must be in a senior-level position in municipal government.

COMPENSATION

Starting salary is open, dependent upon qualifications, and is accompanied by a competitive benefits package. The State of Florida does not have a state income tax. Residency within a ten (10) mile radius of the City is required within an agreed upon time frame from the hire date.

TO APPLY

If interested in this outstanding opportunity with the City of St. Pete Beach, visit www.srnsearch.com to apply online. The first review of resumes will take place on March 11, 2024; 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 St. Pete Beach. Candidates will be advised of the status of the recruitment following the selection of the City Manager. Questions regarding this recruitment may be directed to:

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

The City of St. Pete Beach is an equal employment opportunity employer, committed to a drug-free workplace, and abides by Florida Veterans' Preference. In the event of an emergency, all employees are considered essential personnel and may be required to perform alternate duties.

Under Florida's Public Records/Sunshine Laws, applications and resumes are subject to public disclosure.



2910 Kerry Forest Pkwy D4-242, Tallahassee, FL 32309
www.srnsearch.com | info@srnsearch.com