

# CITY MANAGER

Monticello, Florida: Population Approximately 3000

The historic City of Monticello, Florida is accepting applications for City Manager. The City Manager is a professional position appointed by, and serving at the pleasure of, the Monticello City Council. Responsibilities include the administration, planning, and oversight of city affairs, departments, and staff, excluding the City Clerk's team.

## QUALIFICATIONS:

- Driven by honesty, integrity, and ethics
- A bachelor's degree in public administration or related degree and/or a combination of experience,
- education and certifications which would demonstrate ability to effectively and efficiently manage municipal operations.
- Five or more years of related experience, preferably government experience.
- Knowledge of personnel relations, planning, finance, public safety, and administration
- Willingness to be a hands-on manager and sometimes work in the field as well as in the office
- Excellent communication and leadership skills and ability to work cooperatively/build agreement among divergent groups such as other government agencies, City attorney, citizenry, and other stakeholders
- Willingness to relocate to the City (or, with Council approval, Jefferson County) within 45 days of hire.
- Experience with, and understanding of, water and wastewater utilities
- Ability to work cooperatively and effectively with City Council/Mayor, City Clerk, and citizenry
- Decisiveness while maintaining sound judgement and effective decision making.
- Ability to maintain composure amid those with conflicting opinions
- Strong financial management and budgeting skills
- Eligible for ICMA and FCCMA membership
- Valid driver license

## SALARY RANGE & BENEFITS:

\$85,000 - \$100,000 Negotiable Based on Qualifications; Membership in Florida Retirement System; CHP health insurance for Manager at no cost

For more information, visit [www.cityofmonticello.us](http://www.cityofmonticello.us), click this link (this would go the application packet with the program whatever else the Council wants) and/or contact Monticello's City Clerk at [cityclerk@mymonticello.net](mailto:cityclerk@mymonticello.net)

## TO APPLY:

Submit PDF versions of cover letter, resume, and contact information of three professional references to Monticello's City Clerk via email [cityclerk@mymonticello.net](mailto:cityclerk@mymonticello.net).

Include "CITY MANAGER APPLICANT" in the subject line of the email.

**DEADLINE:** 5:00 p.m. Eastern time, December 31, 2024

## NOTICE TO APPLICANTS:

\*Applicant information submitted is subject to the Florida Public Records Act

\*Equal Opportunity/Drug-Free Employer

\*Criminal Background Screening and drug testing to be completed before hire.