

CITY MANAGER

Monticello, Florida: Population Approximately 3000

The historic City of Monticello, Florida is accepting applications for City Manager. include the

THE CITY

Monticello is about 30 miles east of Florida's capital city, Tallahassee, which is home to two universities and one state college. It is the only incorporated city in Jefferson County and is considered the county seat. Monticello:

- Was established in 1827 and operates as a weak-mayor form of government with a 5-member City Council.
- Is about 30 miles east of the Florida Capitol and is the county seat & only incorporated city in Jefferson County, Florida.
- Has an elected City Clerk and Police Chief and an appointed City Planner.
- Operates water and sewer utilities, has a top-notch wastewater treatment plant and crew, and includes one of very few public cemeteries that still has available space.
- Has a police department run by the Police Chief and a volunteer fire department, which works cooperatively with the Jefferson County Sheriff's and fire Departments.
- Includes a historic and popular downtown area with opportunities to enjoy shopping, dining, and the arts, as well as beautiful outdoor recreational opportunities.
- Includes a diverse population and is proud of its heritage.
- Is famous for having the best watermelon ever, which is celebrated with the Watermelon Festival every year.
- Has other celebrations/parades each year as well, including Monticello Christmas and Martin Luther King Day.

For more information, visit www.cityofmonticello.us, [click this link](#), and/or contact Monticello's City Clerk at cityclerk@mymonticello.net

THE CITY MANAGER ROLE

The City Manager is a professional position appointed by, and serving at the pleasure of, the Monticello City Council. Major, general responsibilities include the administration, planning, and oversight of City affairs, departments, and staff, excluding the Police Department and City Clerk's team. The Manager works cooperatively with the police and clerk and is expected to embrace life in the community.

QUALIFICATIONS & QUALITIES:

- 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's license

BENEFITS OF POSITION

- Competitive salary based on qualifications. Range: \$85,000-\$100,000
- Membership in the Florida Retirement System (FRS) at the senior management level
- Capital Health Plan insurance provided at no cost to the Manager and other employee-cost supplemental plans available
- Opportunity to embrace life in small-town Florida

TO APPLY:

Submit PDF versions of cover letter, resume, and three professional references to the City Clerk via email. The email address is CityClerk@MyMonticello.net

Be sure to include "CITY MANAGER APPLICANT" in the subject line.

Must be received by 5:00 p.m. Eastern time on December 31, 2024.