

City Manager – Florida City

Position Summary

The City of Florida City is seeking a dynamic, experienced, and visionary leader to serve as **City Manager**. As the administrative head of the City government, the City Manager is appointed by and reports directly to the City Commission. The City Manager provides executive leadership, strategic planning, and operational oversight for all municipal functions to ensure the efficient delivery of services to the community. This is a full-time, exempt position with competitive compensation based on qualifications and experience.

Ideal Candidate

The ideal candidate for City Manager is a seasoned local government professional with a strong background in municipal operations, financial management, strategic planning, and managing growth in high-demand environments. This individual will possess high emotional intelligence, excellent interpersonal skills, and a collaborative, transparent leadership style. They should be well-versed in budgeting, capital planning, and grant administration, with solid knowledge of infrastructure, utilities, and community development.

The successful candidate will be approachable, proactive, and an effective communicator with a genuine passion for public service. Politically astute yet nonpartisan, they will build trust with the City Commission, staff, and community. A proven track record of team empowerment, mentorship, building high-performance and results-driven teams, and a strong commitment to delivering exceptional municipal services is essential to thriving in this leadership role.

Essential Duties and Responsibilities

- Serve as the chief administrative officer for the City under the policy direction of the City Commission.
- Provide day-to-day leadership and general management for all City departments.
- Enforce all laws, ordinances, and regulations of the City.
- Attend all City Commission meetings and participate in discussions (without voting rights).
- Recommend measures to the City Commission that promote the health, safety, and welfare of residents.
- Direct the preparation, presentation, and administration of the City's budget.

- Manage all municipal personnel matters, including appointments, suspensions, and removals.
- Oversee enforcement of all City contracts, franchises, permits, and privileges.
- Keep the City Commission informed of the City's financial condition, needs, and future plans.
- Prepare and submit an annual report on City operations and finances.
- Foster strong relationships with community organizations, residents, regional agencies, and businesses.
- Represent the city to the media and the public.

Minimum Qualifications

- The Manager shall be a graduate of either an accredited school of public administration or its related equivalent in engineering, fiscal management or business administration with no less than three (3) years' experience in the administration of local government or in lieu of the foregoing, he or she must have not less than five (5) years' experience in the administration of local government; a master's degree is preferred.
- A minimum of five (5) years of executive-level experience as a City Manager, Assistant City Manager, or equivalent in a municipality of comparable complexity.
- Demonstrated knowledge of the principles and practices of public administration, municipal finance, personnel management, and organizational leadership.
- Proven ability to work effectively with elected officials, employees, community groups, and the public.
- Strong written and verbal communication skills.
- Possession of, or the ability to obtain, a valid Florida driver's license.

Skills and Competencies

- Exceptional leadership and interpersonal skills.
- Comprehensive understanding of local government operations and current municipal trends.
- Ability to think strategically and translate broad goals into achievable action plans.
- Proficiency in budgeting, capital planning, and organizational management.
- Strong conflict resolution and consensus-building abilities.
- Cultural competence and a demonstrated commitment to diversity, equity, and inclusion.

Compensation and Benefits

- Starting salary is commensurate with qualifications and experience
 - 100% Paid Health Insurance
 - Paid Basic Term Life Insurance and AD&D
 - Paid Vacation and Sick Leave
 - Paid Holidays
 - Florida Retirement System (FRS) – Senior Management Class
 - Car Allowance
 - Cell Phone Reimbursement
 - Voluntary Supplemental Insurance, Dental, and Vision Plans
 - Voluntary 457 Deferred Compensation Plan
 - Flexible Spending Account
 - College Education Discount Programs
 - Direct Deposit
 - Employee Assistance Program (EAP)
 - Discounted Memberships
 - EOE/DFWP
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Additional Information

The selected candidate will initially serve as **Assistant City Manager in 2025** to support a smooth leadership transition, before assuming the full **City Manager** role in **January 2026**.

How to Apply

Applications will be accepted until the position is filled. Please submit the following required materials to the City of Florida City Human Resources Department:

Cindy Lyle

Human Resources Director, PSHRA-CP

City of Florida City

404 West Palm Drive

Florida City, FL 33034

Phone: (305) 247-8222 (Prompt #5)

Email: pdirector@floridacityfl.gov

Website: www.floridacityfl.gov

Required Application Materials

- Cover Letter detailing your interest in the City Manager position and summarizing your qualifications.
 - Resume or CV highlighting your professional work history, education, certifications, and notable accomplishments.
 - Three (3) Professional References, preferably including a current or former supervisor.
 - Copies of Degree(s) and any Professional Certifications (e.g., ICMA-CM, if applicable).
 - Copy of Valid Florida Driver's License
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Optional Submission

- Portfolio showcasing relevant municipal projects, strategic initiatives, or leadership accomplishments.
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The City of Florida City is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check. *Pursuant to the Florida Public Records Act, all applications are subject to public disclosure upon receipt of a public records request.*