



CITY MANAGER

PALM COAST, FLORIDA



PALM COAST

EXECUTIVE RECRUITMENT



THE COMMUNITY

Palm Coast possess beautiful natural vistas and is nestled between St. Augustine and Daytona Beach, offering a perfect mix for living, working, and playing. It is an oceanfront community located in Flagler County. The City is situated on 96 square miles along saltwater and freshwater canals and the Intracoastal Waterway, just minutes from the pristine Atlantic Ocean. Palm Coast is rich in recreational and cultural opportunities boasting endless recreation, technological, historical, and arts activities.



One of Florida's newest cities, Palm Coast was incorporated in 1999 and is the most populous city in Flagler County. This growing and dynamic city offers a vibrant lifestyle in a scenic natural environment. The City has a dozen beautiful parks, 125+ miles of connecting trails for walking, bicycling, and birding, various fishing and boating opportunities, world-class tennis and golf, and recreation programming for residents and visitors of all ages. The Indian Trails Sports Complex hosts baseball, lacrosse, soccer, and other athletic tournaments for teams throughout the Southeast. James F. Holland Memorial Park is rapidly completing phase II renovations providing a regional destination for pickleball, tennis, bocce ball, basketball, dog parks, pavilions, the Historical Society museum, and state-of-the-art playground and splash pad. The City also hosts several community events throughout the year, including the Arbor Day celebration, Movies in the Park, Food Truck Tuesdays, Palm Coast & Flagler Beaches Senior Games, memorial ceremonies, Palm Coast Open, 5K races, and much more.

Since its early days, Palm Coast has been carefully designed for a healthy balance between nature and development with energy savings initiatives, green building initiatives, and conservation programs. Flagler Schools leverage a full-range of technology and digital resources for students and has partnered with the community to bring Flagship Choice Programs to all of its schools. Daytona State College has a campus in Palm Coast. Regional colleges and universities include Embry-Riddle Aeronautical University, Bethune-Cookman University in Daytona, Stetson University in DeLand, Flagler College in St. Augustine, University of St. Augustine for Health Sciences, and University of North Florida and Florida Coastal School of Law in Jacksonville.

The economy of Palm Coast is a mix of business services, health care, government, and the convention and tourism industry. In addition to the City of Palm Coast, major employers in the area include Flagler County Schools, AdventHealth Palm Coast, Boston Whaler, Publix Supermarkets, and Flagler County Sheriff's Office. Innovative partnerships with Jacksonville University and University of North Florida will bring medical campuses to Palm Coast. This economic development project brings Flagler County governments together in an entirely new way that benefits local community health, education, and employment opportunities.

Learn more about the City of Palm Coast by visiting palmcoast.gov.



THE ORGANIZATION

Palm Coast has a Council-Manager form of government and is composed of the Mayor and four-member City Council who are responsible for setting policy, approving the budget, determining the tax rate, and formulating broad, long-term policies that outline the City's public function. The Mayor and Council Members are elected at-large for a term of four years and may not serve more than two consecutive four-year terms in the same seat. The City Manager is appointed by the Mayor and Council and implements the policies of the Council, in addition to directing day-to-day operations, preparing the annual budget, overseeing personnel matters, and keeping the Council advised of financial and operational conditions of the City.

Each year, the City Council conducts a comprehensive strategic action plan review. During the review, which includes results of the annual Citizen Survey, City Council priorities are identified and strategies are developed to ensure that priorities are addressed. In May 2021, City Council reaffirmed direction provided in previous years and adopted by resolution eight focus areas with supporting priorities that include: Innovation District; Business Friendly Initiative; Community Engagement; Smart City, Service Delivery and Efficiency; Street Maintenance; Streetlights and Safety; and Fiber. The City continues to focus on public-private partnerships to assist in the efforts of expansion and maintenance.

The City provides a full-range of municipal services supported by approximately 450 full-time, 5 part-time, and 70 seasonal/temporary employees. The FY 2021 annual budget is approximately \$190.9 million.



CITY OF PALM COAST EMPLOYEES

450 full-time

5 part-time

70 seasonal/temporary

THE OFFICE OF THE CITY MANAGER

The City Manager's Executive Team consists of Chief of Staff, City Clerk, Finance Director, Fire Chief, Executive Assistant, and 9 other Department Directors. Police protection is provided through an interlocal agreement with the Flagler County Sheriff's Department.

The City Manager is responsible for assisting with the development, implementation, and administration of the City's Comprehensive Plan, as well as coordinating and overseeing the City Strategic Plan. The City Manager oversees daily internal operations of all City departments by providing strategic direction and leadership oversight of City Council goals, policies, and performance expectations. The City Manager will be highly visible in the community and should be comfortable dealing with a high level of citizen and business engagement.



RESPONSIBILITIES

This position represents several core areas of responsibility; specific position assignments will vary depending on the needs of the City and the departments.

- Plans, manages and administers City goals and objectives in conjunction with the established Council policy and direction.
- Assists in the development, implementation and control of the City budget and business plans; coordinates and oversees City Strategic Plan with Departmental Business Plans.
- Oversees daily internal operations of all City.
- Collaborates with the City Council and Department Heads to coordinate, manage and implement a wide variety of special projects and programs.
- Oversees escalated inquiries, complaints, and requests from the general public and business community, evaluating the needs of the customer, and ensuring appropriate departmental assistance and information is provided.
- Oversees Command functions of the City Emergency Management Plan and acts as Emergency Management Director in conjunction with the City Fire Chief.

MINIMUM TRAINING AND EXPERIENCE

The ideal candidates will possess the required knowledge and experience normally obtained through the completion of an advanced education from an accredited educational institution of higher learning. The candidate must hold a bachelor's degree in Public Administration, Business Administration, or related field; master's degree is preferred. A minimum of five (5) years of progressively responsible experience in local government administration or any equivalent combination of education and experience that provides the required knowledge and skills will also be considered.

THE IDEAL CANDIDATE

The City of Palm Coast seeks a skilled leader and manager with a proven track record of motivating and developing staff to obtain measurable results. The ideal candidate should be politically astute with the demonstrated ability to effectively communicate with staff, contractors, elected officials, and the public. The selected individual will have a proven record as an innovative leader, possessing excellent communication and presentation skills, with the ability to establish and maintain effective working relationships with internal and external customers.

The ideal candidate should have operational experience while understanding the big picture. The selected individual will be an implementer able to understand and carry out details essential to achieving desired outcomes. He or She will have general knowledge of the ordinances, policies, and procedures associated with City management, as well as considerable knowledge of state and federal policies and regulations as they relate to different departments and functions. The selected individual will have extensive budget and capital project experience as well.

The Palm Coast City Manager should be an ecosystem thinker who is creative when pursuing economic development opportunities. The ideal candidate will be an innovator creating new ideas and getting others to understand and embrace change. An optimistic focus with the ability to mentor and motivate others. It is imperative that the candidate has knowledge of managing in the changing world of working virtually.

The selected individual will be willing to take risks as knowledge is gleaned from failures, not just successes. The ideal candidate should possess a consistent desire to improve the organization and possess strong presentation skills when addressing council members, citizens, or employees.

COMPENSATION AND BENEFITS

The City Council will provide a competitive salary range between \$140,000 up to DOQ (depending on qualifications). The City provides an excellent and competitive benefit package including relocation expenses. This position requires residency within the City of Palm Coast within six months of employment.

HOW TO APPLY

For more information refer to the City Manager Profile on the city website at <http://palmcoastgov.com>. To apply, submit a cover letter and resume with a salary history and four (4) work references to rfuller@palmcoastgov.com. All submittals are public record with the State of Florida. Successful applicants will be subject to a background check. Interested candidates should apply by October 18, 2021.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Confidentiality: Under Florida's Public Records Act, information from your application is subject to public disclosure at any point in the recruitment process.

Contact Information:

Renina Fuller, Director of Human Resources

email: rfuller@palmcoastgov.com | phone: 386-986-3725

