



City of North Miami Beach
City Manager

SALARY	\$200,000.00 - \$250,000.00 Annually	LOCATION	North Miami Beach, FL
JOB TYPE	Full-Time	JOB NUMBER	00097
DEPARTMENT	City Manager	OPENING DATE	03/03/2021
CLOSING DATE	4/5/2021 5:00 PM Eastern	FLSA	Exempt
BARGAINING UNIT	N/A		

Description

**THE CITY OF
NORTH MIAMI BEACH, FLORIDA**

*Invites your interest in the
position of*

CITY MANAGER

The Opportunity

The City of North Miami Beach is seeking a qualified visionary and collaborative professional to serve as its next City Manager. The City Manager shall be responsible to the City Commission for the administration of all City affairs and for carrying out policies adopted by the City Commission.

The City

The City of North Miami Beach is a progressive, economically and demographically diverse community located in Miami-Dade County, Florida. Equidistant between Miami and Ft. Lauderdale, its population is approximately 42,000. The City is a full-service community with an annual combined budget of approximately \$167MM; with approximately 550 employees. The City has a Commission-Manager form of government.

At 93 years old, the City of North Miami Beach is a relatively young city, which spans approximately 5.3 miles. Our community has grown into a beautiful, urban oasis, that offers a refreshingly balanced lifestyle for its residents and is an area of expanding opportunities for businesses. Realizing a vision for a City takes a dynamic team, and this City is extremely fortunate to have so many outstanding employees who are committed to achieving our City's full potential.

One of the key reasons that North Miami Beach is attractive and successful is our enhanced focus on financial stability. Through good fiscal stewardship, we have earned investment grade bond ratings; developed a robust capital improvement program; and developed healthy, purposed reserves. Over the last few years, we have had numerous new business openings and have seen double digit increases in business tax receipts.

In 2017, the City led Miami-Dade County with the highest tax growth of any city at 17%. Since 2015, the City of North Miami Beach has seen over \$200 million of investment in land sales and development activity remains steady. The City's brand is a mix of both its organic attributes and the assets we have worked diligently to create. The City expands its services beyond just its borders, being caretakers of a regional water supply, serving over 180,000 residents in over 5 cities and having the second largest water treatment plant in Miami-Dade County.

Our municipality understands the critical importance of providing excellent services in a financially responsible and environmentally conscious manner. Through visioning and strategic planning, the City of North Miami Beach is looking beyond the present and continues its forward momentum to achieve its aspirations for the future.

We are a city of great people with great dreams. Our community is engaged and excited about our future. The City is focused on a vision for filling the needs of our residents and business community by providing first class municipal services.

The Ideal Candidate

The City is looking for an someone who will facilitate the Commission's agenda and carry out its responsibilities; an executive manager who understands that the elected officials set policy and who will then thoughtfully distill the alternatives into reasonable options. The individual will present all the best options – not just the one the manager thinks is best – and do so in a way that gives the Commission the information and time it needs to evaluate the options and make the best decision. They will recognize their role as facilitator of the Commission's agenda, and possess the ability to manage multiple, complex relationships with Commission members and the Mayor.

The individual must be an outstanding leader and mentor of the staff. They will be the chief implementer, but realize one person cannot do it all. Teamwork will be important as will an understanding of the importance of collaboration. The individual will provide direction and resources while relying on staff to get things done. They will be on top of what is going on in the organization without insisting on being intimately involved and/or micromanaging. Accountability will be important and the manager will expect projects to be completed on time and within budget. They will be an experienced professional who can foresee the consequences of actions and who can advise the elected officials so they can optimize what they do. The City Manager will also help the Commission define the City's core mission and help the City avoid distractions from that mission.

Personally, the manager will be an outstanding communicator and a problem solver. The individual will believe in transparency, openness and in keeping the elected officials and the staff fully informed. They will be creative, straightforward, strong and self-confident enough to tell the Commission what it needs to hear, not what it wants to hear. Tact and diplomacy are essential as are energy, a critical eye and a love for the City. The City Manager will represent the City well and have outstanding communication skills.

The individual will relish being involved in the community and reach out to all aspects from business to neighborhoods, non-profit organizations, the arts and educational communities. They will be a strategic thinker who takes the long term view, someone who understands how decisions made today on one project will impact the future fabric of the City. A sense of humor will be critical. The individual will understand politics but not be politically involved. They must have the ability to help the elected officials develop and/or refine their vision for the City and its future. A willingness to challenge established thinking is critical, and strong negotiation skills will be very important.

Essential Functions

In accordance with the City of North Miami Beach Charter, the City Manager shall:

- Be responsible for the appointing, hiring, promoting, supervising, disciplining and removing of all City employees, except the City Attorney, and the City Clerk.
- Direct and supervise the administration of all departments and offices but not City boards or committees, unless so directed by the City Commission.
- Prepare such other reports as the City Commission may require concerning the operations of City departments, offices, boards and committees.
- Ensure that all laws, provisions of this Charter and directives of the City Commission, subject to enforcement and/or administration by him/her or by employees subject to his/her direction and supervision, are faithfully executed.
- Prepare and submit to the City Commission a proposed annual budget and capital improvement program.
- Submit to the City Commission and make available to the public an annual report on the finances and administrative activities of the City as of the end of each fiscal year.
- Attend all meetings of the City Commission, with the right to take part in discussion, but without a vote.
- Keep the City Commission advised as to the financial condition and needs of the City and make such recommendations concerning the affairs of the City as they deems to be in the best interests of the City.
- Execute contracts and other documents on behalf of the City as authorized by the City Commission.
- Perform such other duties as are specified in this Charter or as required by the City Commission.

Minimum Education and Experience

- Requires a Bachelor's degree in public or business administration, political science, finance, or related field, with advanced or Master's degree in public or business administration, management, human relations, finance, community planning or a related field **strongly preferred**.
- Requires at least five (5) years of progressively responsible and/or managerial experience in a municipal or county government. Experience in management of a municipality utility is desired. Keen understanding of municipal issues and government relationships in the State of Florida is preferred.

Compensation

The salary range is open and commensurate with experience. The City Commission is inclined to provide a salary between \$200,000.00 and \$250,000.00. Benefits are excellent.

How to Apply

Qualified candidates should submit a cover letter, comprehensive resume, salary history, and six (6) professional references through the City's online portal: <https://www.governmentjobs.com/careers/citynmb>, or to Human Resources and Risk Management Department at jobs@citynmb.com by 5:00 P.M. on **April 5, 2021**. Faxed or hard copy resumes will not be considered.

For more information, please contact Francisco Rios, Human Resources and Risk Management Director at Francisco.Rios@citynmb.com or (305) 948-2918.

The Process

The City will be following the selection process outlined below.

1. The position will be initially posted from March 3 – April 5, 2021 at 5:00PM, with resumes being accepted through that date.
2. Resumes are screened individually by members of the City Commission from April 6 – April 9, 2021.
3. Interview period will be April 12– April 14, 2021. Interview may be on an individual basis or candidates may be interviewed at a Special Commission Meeting. Only a select few-the most highly qualified candidates-will be invited to interview with members of the City Commission.
4. The final selection is expected by the fourth week of April 2021.

Other Important Information

The City of North Miami Beach, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of North Miami Beach will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Under Florida Public Records Act, all applications are subject to disclosure upon receipt.

Applicants who demonstrate they meet the minimum requirements may be subject to an extensive selection process and screening program, which may include, but not be limited to, evaluation of education, training and experience; oral interview(s); background investigation; reference checks; medical evaluation; controlled substance screening. Preference will be given to certain veterans, spouses of veterans, or unmarried widows/widowers of veteran. Proof of veterans' eligibility must be provided at time of application EOE M/F/D/V. Applicants with disabilities who desire special accommodation **MUST** notify the Human Resources Department at the time of application. All applications must be submitted through the City of North Miami Beach's applicant portal hosted by [governmentjobs.com](https://www.governmentjobs.com). Applications submitted elsewhere are not eligible for consideration.

Employer

City of North Miami Beach

Address

17011 NE 19th Avenue

North Miami Beach, Florida, 33162

Phone

Website

