



***The City of North
Miami Beach,
Florida is seeking
a qualified vision-
ary, collaborative
professional with
a track
record of success
to serve as its
next
CITY
MANAGER.***



THE COMMUNITY

Located midway between Miami and Ft. Lauderdale and adjacent to the Golden Glades Interchange where I-95, Florida's Turnpike, and the Palmetto Expressway meet, North Miami Beach is truly at the "Crossroads of South Florida". The central location and easy access has made North Miami Beach one of South Florida's best known regional shopping areas and one of its most popular sites for office users.

Shoppers and commuters find that they can reach North Miami Beach from virtually all of South Florida in less than 30 minutes. However, North Miami Beach isn't all business. Prospective homeowners can find everything from cozy starter homes to elegant waterfront properties. Condominiums and rental apartments in an array of convenient and attractive locations are also available. Parks, beaches, and bays abound, along with a wide assortment of recreational, cultural, and dining opportunities.



POSITION PROFILE

The elected officials are looking for an executive manager/ partner / advisor. They are seeking 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. He/she will recognize their role as facilitator of the Commission's agenda, and possess the ability to manage multiple, complex relationships with Commissioners and the Mayor.

The individual must be an outstanding leader and mentor of the staff. He/she 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. He/she will be on top of what is going on in as it relates to 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. He/she 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 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 honest, ethical, 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. He/she 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 manager will represent the City well and have outstanding communication skills. Ideally the individual will be a cheerleader for the City and be relentlessly positive.

He/she will be equally comfortable speaking to a group of Chief Executive Officers as to a homeless person. The individual will relish being involved in the community and reach out to all aspects from businesses to neighborhoods, non-profit organizations, the arts and educational communities. He/she 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. He/she 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:

- A. Be responsible for the appointing, hiring, promoting, supervising, disciplining and removing of all City employees, except the City Attorney, the City Clerk, and all employees of the Office of the City Attorney.
- B. Direct and supervise the administration of all departments and offices but not City boards or committees, unless so directed by the City Commission.
- C. Prepare such other reports as the City Commission may require concerning the operations of City departments, offices, boards and committees.
- D. 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.
- E. Prepare and submit to the City Commission a proposed annual budget and capital improvement program.
- F. 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.
- G. Attend all meetings of the City Commission and of its committees, with the right to take part in discussion, but without a vote.
- H. 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 she/he deems to be in the best interests of the City.
- I. Execute contracts and other documents on behalf of the City as authorized by the City Commission.
- J. Perform such other duties as are specified in this Charter or as required by the City Commission.

EDUCATION AND EXPERIENCE

The position requires the following:

- A minimum of a bachelor's degree in business, public administration, or related field, with a advanced degree strongly preferred.
- ICMA certification strongly preferred during selection process; required within first year of service.
- Ten years of senior level leadership experience with an organization of comparable complexity (approximately \$140M; 326 full time employees; 115 part timers; culturally diverse population), including a minimum of five years as a ranking senior executive, City/County Manager, or Assistant Manager.
- A combination of education, training, and experience may be considered.
- Deep knowledge of South Florida region and market, including the governmental structure, agencies, relationships, and decision making processes within Miami-Dade County.
- Superior general management, economic development, fiscal management and budgeting skills are mandatory.
- Highly developed executive level leadership skills, including superior communication skills (interpersonal as well as written), an exceptionally strong work ethic, individual initiative, and the ability to achieve results in a complex environment.
- Strategic planning experience and a proven track records of operational results.
- Evidence of community leadership at the personal level.

COMPENSATION AND BENEFITS

The City of North Miami Beach offers a competitive salary commensurate with the successful candidate's qualifications and experience. Benefits are excellent.

APPLICATION AND SELECTION PROCESS

Qualified candidates should submit their cover letter and resume to jobs@Citynmb.com This position is “Open Until Filled.” Please note that applicants will be screened against criteria outlined in this brochure.

For more information, please contact Elsa Jaramillo-Velez, Esq., Human Resources and Risk Management Director at Elsa.Jaramillo-Velez@Citynmb.com or (305)-948-2918.

