



# *City of Lake Butler*

## *“Your Welcome Home Community”*

The City of Lake Butler is seeking an accomplished, experienced professional to be our next City Manager.

### **The Community**

The City of Lake Butler was established in 1893 and is the county seat of Union County. Lake Butler is a rural based community having that classic small town feel. Lake Butler is 2 square miles with a population of 1,897 (2010 US Census).

Lake Butler is located at the crossroads of State Road 100 and State Road 121 and is not far from Gainesville, Florida.

Information about the City of Lake Butler is also available at [cityoflakebutler.com](http://cityoflakebutler.com)

The City of Lake Butler also offers the following services through departments and city owned facilities:

Water and Waste Water Services

Parks and Recreation

The City has 3 parks located throughout town in addition to a splash park

### **City Government**

The City of Lake Butler operates under a Commission-Manager form of government. The City Commission is composed of 5 members elected by qualified voters of the city at large on a non-partisan basis. Commission members are elected for four year terms. The Mayor and Vice Mayor are elected by the City Commission and serve one year terms. The City Manager is appointed by a majority vote of the City Commission.

The Mayor serves as the chief executive head of the government with duties as prescribed by law. The City Manager provides leadership and administrative support to the Mayor and City Commission in the administration and execution of policies and objectives formulated by the Mayor and City Commission. The City Manager plans, develops and monitors to meet current and future physical, social, and cultural needs of the community. The City of Lake Butler has 13 full-time employees and 5 part-time positions.

## **The Position**

The City Manager/Clerk is the chief administrative official of the city and head of the administrative branch of the city government. Duties are set forth in the City's Code of Ordinances. The City Manager is responsible for to the City Commission for the administration of all affairs of City Government and shall execute the laws and administer the government of the city.

The City Manager/Clerk will oversee budget expenditures balanced for FY 17-18 at \$2,616,241, of which approximately \$865,591 represents the General Fund budget, \$1,213,620 represents the Enterprise Fund budget, \$471,646 represents the CDBG budget, and \$65,384 represents the CRA budget.

The City Manager/Clerk is responsible for the appointment and, when necessary, the removal of all city employees in Administration, Finance, Procurement, Utility Billing, and Public Works. The Manager oversees each of the departments either directly or through the supervision of department heads. The Manager will notify the City Commission regarding the removal of an employee in order that they may be fully advised of the situation.

## **The Ideal Candidate**

The ideal candidate must be an outgoing, confident, mature and experienced professional, possessing honesty and high ethical standards.

The candidate must be someone with initiative and drive who can serve as a staunch advocate for the City of Lake Butler. Must lead by example and serve as a role model to staff.

The candidate must be respectful of others and be positive and approachable with a "can-do" attitude seeking solutions, assets and opportunities. The City Manager must be open and accessible to citizens, businesses, staff and the entire commission.

The candidate must be comfortable in a smaller, rural community and get to know individuals and groups quickly to learn about issues or concerns.

The candidate must be a thoughtful City Manager who can size up a situation quickly and accurately and then exercise good judgement in decision making.

The candidate must have an inclusive management style, a willingness to delegate to professional staff and the ability to withstand pressures brought on by work load and emotionally charged issues.

The candidate must possess good listening skills and must communicate effectively with the commission, public, staff, and business community.

ICMA and FCCMA membership is not a requirement of employment but candidate should be receptive to membership.

### **Education and Experience**

A Master's Degree in public administration, business administration or other public related field is preferred but not required. The position requires a minimum of a Bachelor's Degree from an accredited college or university in public administration, business administration, political science, or related field.

A minimum of five years of municipal experience and/or comparable governmental experience, a thorough knowledge of municipal operations and/or governmental practices and proven abilities as follows: Governmental Administration, Public Personnel Management, Excellent Communication Skills (both written and verbal), Supervisory skills with limited need for direction, Problem solving skills (working effectively with city employees and commissioners), Respectful public demeanor, and Qualified to hold membership in professional management associations.

Must have the ability to read, write, and fluently speak the English language and to communicate effectively both orally and in writing.

No record of any felony convictions or other crime involving moral turpitude.

### **Residency**

Residency per Sec. 2-232 of the Code of Ordinances states at the time of appointment, the appointee need not be a resident of the city or state, but within 3 months of taking office, shall reside within the city, unless otherwise provided by an employment agreement between the City Commission and City Manager/ City Clerk.

### **Knowledge Skills and Abilities**

The City Manager should actively participate and advocate the City's interest with other agencies on programs, services, and activities that benefit the City.

The City Manager should be comfortable in a very public arena and be supportive of transparent local government.

Ability to foster effective Commission / Manager relations. Must be able to facilitate the conversation so that all voices are heard. Must have a strong understanding of the policy arena of the City Commission.

Possess skills in using general management principles and business practices to include budgeting, policy and procedure development, personnel management and supervision.

Must have strong leadership skills, to be and open to new ways of doing things and challenge staff to be open to different ideas and approaches. Must possess effective, consistent delegation skills. Must be willing to hold staff accountable and document performance and correct gaps quickly and effectively.

The City Manager will have proven skills in melding current staff with new personnel coming aboard and in developing an excellent management team.

The City Manager will play a strong role in identifying new business development, business retention and appropriate development to improve tax base and employment opportunities.

The successful candidate must demonstrate skills in strategic planning, especially in the area of being inclusive in the development of a plan and be effective supervising staff delivery of desired outcomes.

The City Manager must have knowledge of water and sewer and other facilities to effectively make decisions. Must understand the community needs and plan and execute improvements to the aging infrastructure. Prioritization of infrastructure projects based on most critical and planning them based on funds available is extremely important.

Must stay informed of community issues and keep the City Commission informed of key issues, even in the case of bad news. Play a facilitative role to make sure all options are addressed and City Commission can make informed decisions. Must be able to interact with the community, be capable of listening, identify relevant issues and prepare policy recommendations for the City Commission.

Experience in grant writing and grant management is preferred. The successful candidate will have the ability to identify grants and funding opportunities, stay informed of new opportunities and ensure that the proper grants are applied for in timely fashion, in an effort to utilize city funds most efficiently.

### **Compensation and Benefits**

Salary range is dependent upon qualifications.

The City of Lake Butler's current benefit package includes:

Health Insurance Stipend of \$6,500 annually.

City contribution to FRS or Deferred Compensation Plan with ICMA (10%)

A Company Paid Life Insurance Policy

Dental and Vision Care (paid by employee)

Paid Holidays (12 days)

Annual and Sick Leave – 176 Hours of Annual & 104 Hours of Sick

**Selection Process**

Send cover letter, resume, and employment application to 200 SW 1<sup>st</sup> Street, Lake Butler, FL 32054.

Selection process is to be determined.

Finalist will be subject to a background screening to include criminal history, driver's license, employment, professional certifications and education verification, credit and financial screening and character reference checks. The successful candidate must have satisfactory post offer drug/alcohol screening.

It is anticipated that interview of finalists will occur in early December 2017.

Applications, cover letters, resumes and other materials submitted by applicants and other related are subject to public disclosure pursuant to Florida State Statute 119 (Sunshine Law).