

Job Announcement for the position of City Manager, Crescent City, Florida 05/06/21

Crescent City is in Putnam County, Florida and is located on two lakes: Crescent Lake to the east and Lake Stella to the west. Crescent Lake is on the St. Johns River which leads to the intra-coastal waterway and allows for travel up and down the entire east coast. The City is 24 miles southeast of Palatka, Florida and 48 miles northwest of Daytona Beach. The city has a total area approximately 2.1 square miles and has a friendly small-town atmosphere. The city is culturally diverse with both Latino and African American populations.

The City Commission is made up of 5 members; 4 commissioners and the Mayor-Commissioner-all of whom are elected at-large for 4-year terms. They are seeking a manager who is a self-starter that can serve in a unique city that includes 21 full time employees. The City Manager also supervises the Community Redevelopment Agency (CRA).

The Manager serves at the pleasure of the City Commission for an indefinite term, subject to termination for cause upon a three-fifths vote of the full commission. The Manager is required to have a bachelor's degree from an accredited college. Course work in Public Administration, Business Administration, or City Planning is preferred. Five years of work experience in public administration is a minimum requirement. An equal amount of work experience in the private sector in management with a company of similar size and complexity to Crescent City may be considered a functional equivalent.

The City Manager (Called the Administrative Supervisor in the City Charter) directs and supervises the administration of all city departments and agencies. He/she recommends to the City Commission the appointment and, when necessary, the removal of officers and employees, except as otherwise provided by the City Charter or rules in the personnel ordinance. He/she is responsible to the City Commission for the implementation of the Commission's policies and procedures. The City Manager has oversight of all city departments including Planning, Community Redevelopment, Public Works, Water and Sewer Utilities (including a gas utility), Finance, Fire Rescue, Parks and Recreation, and Utility Billing. Law Enforcement is provided by contract with the Putnam County Sheriff's Office.

The successful candidate must have strong communication skills, embrace cultural diversity, and gain the confidence of the City Commission and community. He/she must have the ability to recruit a professional and responsive staff and have strong budgeting, and economic development skills. Setting expectations and positively communicating them to the City Staff, and keeping the City Commission members informed will be important aspects of the job.

Major challenges the new City Manager will face include providing stable leadership to move the City forward. Helping the Commission to set strategic goals and modernizing financial procedures. There are also several community challenges, especially in the areas of recruiting new businesses, management of the CRA, historic preservation and code enforcement to upgrade or remove blighted buildings.

The City Council will provide a competitive salary and benefits. The starting salary is budgeted at \$75,000-\$85,000. To apply, submit a cover letter and resume' with at least 5 work related references to Phil Leary, ATTN: City Manager Candidate, City of Crescent City, 3 N Summit Street, Crescent City, Florida 32112. Applications may be e mailed to citymanager@crescentcity-fl.com. For more information contact 386-649-2525 ext 246 within thirty days.