

# **CITY MANAGER**

## **City of Crescent City, FL**

Crescent City is a charming town located in Putnam County, Florida known for its rich history and scenic beauty. The city is located between two lakes, Crescent Lake to the east and Lake Stella to the west. Crescent Lake covers over 15,000 acres and is on the St. Johns River which leads to the intracoastal waterway and allows for travel up and down the entire east coast.

The city is within a two hour's drive of several urban areas including Jacksonville, Gainesville, St. Augustine, Orlando, and Daytona Beach. It has a total area of about 2.1 square miles and has a friendly small-town atmosphere. The city is culturally diverse with significant Latino and African American populations. The most recent population estimate was 1,702.

Crescent City is searching for its next City Manager. The last manager was well respected but resigned to take a job in a larger city, creating a great opportunity for the successful candidate to live and work in our city.

Candidates are 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 public or private sector in management with an entity of similar size and complexity to Crescent City may be considered a functional equivalent.

The successful candidate must wear many hats. They will be expected to become part of the community and get involved in civic clubs or other organizations. He/she must also 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 professional and responsive staff and have strong budgeting, economic development, grant, and planning & zoning skills.

Setting expectations and positively communicating them to the city staff and keeping the City Commission members informed with the ability to foster collaboration will be important aspects of the job. The highest level of honesty, ethics and professionalism are required. The successful candidate shall be or become a member of the FCCMA and ICMA with dues paid by the City. The City Commission will provide a competitive salary and benefits. The starting salary range is \$94,000 to \$120,000.

A candidate profile is available for viewing at: [crescentcity-fl.com](http://crescentcity-fl.com). To apply, submit a cover letter and resume' with at least five work related references to City of Crescent City, 3 N. Summit Street, Crescent City, Florida 32112 ATTN: City Manager Candidate. Applications may be e-mailed to [clerk@crescentcity-fl.com](mailto:clerk@crescentcity-fl.com) by March 20, 2025. For more information contact Interim Manager Michael Brillhart (386) 698-2525 ext. 246 or [citymanager@crescentcity-fl.com](mailto:citymanager@crescentcity-fl.com).



## **Crescent City, Florida**

**“Life Between the Lakes”**

### **Position Available - City Manager**

**Deadline for Application: March 20, 2025**

Crescent City is searching for its next City Manager. The last manager was well respected but resigned to take a job in a larger city, creating a great opportunity for the successful candidate to live and work in our city.



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from world-class crappie and bass fishing to kayaking, swimming, and taking in the abundant wildlife.

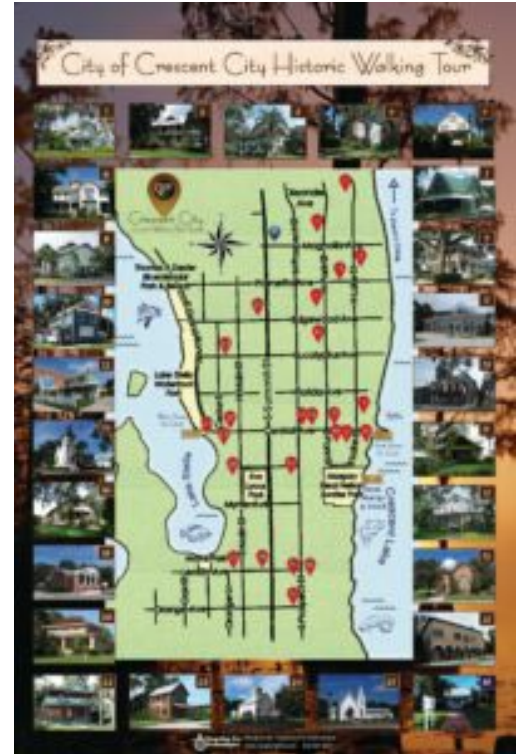
The city is 24 miles southeast of Palatka, Florida and 48 miles northwest of Daytona Beach. It has a total area of about 2.1 square miles and has a friendly small-town atmosphere. The city is culturally diverse with significant Latino and African American populations. The most recent population estimate was 1,702.

## History

Crescent City has a long and fascinating history that dates to the 19th century when it was first settled by pioneers. The town grew rapidly in the late 1800s thanks to the citrus industry as well as post-Civil War migration and tourism, which brought in a great deal of prosperity and led to the construction of many of the town's historic buildings and homes.

Crescent City has a National Register Historic District, designated in 1997 that includes nearly 200 historic sites and structures, dating between the 1880's and the 1940's. Over 20 commercial buildings are in the core of the city's historic business district, and other structures include homes and churches. Styles represented include Frame and Masonry Vernacular, Gothic Revival, Prairie, Craftsman, Italianate, Italian Renaissance and Romanesque Revival.

See the attached addendum for more information concerning Education, Businesses and Shopping, Recreation, Civic Organizations and Churches.



## City Government

Crescent City was incorporated in 1885. 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 serves as the Executive Director of the Community Redevelopment Agency (CRA). An Assistant City Manager provides management support to the City Manager while providing an oversight of community redevelopment activities.

The Manager serves at the pleasure of the City Commission for an indefinite term, subject to termination at any time upon a three-fifths vote of the full commission.

The City Manager 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 directors 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, Sewer and Gas Utilities, Finance, Fire Rescue, Parks and Recreation, and Utility Billing. Law Enforcement is contracted to the Putnam County Sheriff's Office. The Building Department permit review & inspection is contracted to Putnam County. The city uses consulting firms for Planning and Zoning, and IT.

Crescent City has a Main Street program in its third year in Apprentice Status. Main Street program rules require the City to provide financial support, and the City, CRA and Main Street program must coordinate to achieve mutual goals.

## Qualifications

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 public or private sector in management with an entity of similar size and complexity to Crescent City may be considered a functional equivalent.

The successful candidate must wear many hats. They will be expected to become part of the community and get involved in civic clubs or other organizations. He/she must also 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 professional and responsive staff and have strong budgeting, economic development, grant, and planning & zoning skills.

Setting expectations and positively communicating them to the city staff and keeping the City Commission members informed with the ability to foster collaboration will be important aspects of the job. The highest level of honesty, ethics and professionalism are required. The successful candidate shall be or become a member of the FCCMA and ICMA with dues paid by the City.

Major challenges the new City Manager will face include providing stable leadership not just to manage but to move the city forward. Implementing strategic goals and modernizing financial procedures will be important. There are also several community challenges, especially in the areas of recruiting new businesses, historic preservation, and code enforcement to upgrade or remove blighted buildings. Major projects will require the ability to obtain and manage grants or legislative appropriations to obtain an unused school and convert it to a City Hall and Community Center, refurbish a recently acquired historic masonic lodge, and implement the construction of several water and sewer projects.





The City Commission will provide a competitive salary and benefits. The starting salary range is \$94,000 to \$120,000. To apply, submit a cover letter and resume' with at least five work related references to City of Crescent City, 3 N. Summit Street, Crescent City, Florida 32112 ATTN: City Manager Candidate. Applications may be e-mailed to [clerk@crescentcity-fl.com](mailto:clerk@crescentcity-fl.com) by March 20, 2025. For more information contact Interim Manager Michael Brillhart (386) 698-2525 ext. 246 or [citymanager@crescentcity-fl.com](mailto:citymanager@crescentcity-fl.com).

## About Crescent City

**Education:** K-12 Schools for South Putnam are in, or just adjacent to Crescent City. Crescent City Jr. -Sr. High School is just outside of town, and a new building is currently being constructed on the property. A new Elementary/ Middle School is also under construction on newly-annexed property on the north side of town, near the Jr-Sr High School. These schools both offer the Cambridge/ AICE (Advanced International Certificate of Education) programs, beginning in elementary school. High school students have access to both AP classes and dual enrollment at St. Johns River State College (SJRSC) in Palatka. The District offers significant vocational-technical and STEM programs. Nearby colleges are SJRSC, Daytona State College, Enbry-Riddle University and Bethune-Cookman College in Daytona Beach, Stetson University in Deland and Flagler College in St. Augustine. There is a significant Home School population in Crescent City and the surrounding areas.

**Businesses and Shopping:** Crescent City is a commercial and service center for the South Putnam and Northern Volusia areas. Major businesses/ employers in Crescent City include the School District, St. John's Recovery Place, a respected rehabilitation facility that is expanding, a nursing home, and the Winn Dixie grocery store.

Shopping and services include-Full service U.S. Post Office, South State Bank and a credit union; Dollar General and Family Dollar stores, convenience stores, two gas stations, an independent pharmacy, a computer repair/consulting business, two laundromats, UPS and Federal Express outlets, several auto repair and tire shops, an auto detailing business, and ACE Hardware store and lumber yard, a Cricket cellphone store, and a number of restaurants, both family owned and fast food. There are several physician's offices, a full-service physical therapy provider and local veterinary clinic. There is a branch of the Putnam County Library in Crescent City, and a Government Services Annex for the Clerk of Court and Tax Collector Services. Additional shopping and restaurants are available in Palatka, Deland and Daytona, including major chain stores such as Home Depot and Lowes.

**Recreation, Civic Organizations and Churches:** Crescent City has a number of parks and walking paths, two pickle ball courts, two shuffleboard courts, a tennis court, a soccer field and baseball field, basketball, and several children's play areas. There are three boat ramps available free of charge, two on Crescent Lake and one on Lake Stella. There is a swim beach and kayak launch on Lake Stella, and a dog park on Crescent Lake. County sports fields and recreation programs for children are just north of town. Private dance and other classes are available downtown, and in other areas. There is a local private gym. South Putnam Church offers some sports and recreational programs, especially for children. The Dunn's Creek State Park and Welaka State Forest are nearby, and DeLeon Springs and Ravine Gardens are not too far away. There are a number of churches in the area, both major denominations and independent. Civic organizations include the Rotary Club of Crescent City, Crescent City Woman's Club, the Crescent City Yacht Club (no building or marina), and the Fruitland Peninsula Historical Society.