



CITY OF AVON PARK

Highlands County, Florida

CITY MANAGER

Salary: \$100,000 to \$130,000 DOQ

The City of Avon Park, located in northwestern Highlands County (23 miles south of Lake Wales and 10 miles north of Sebring) was incorporated in 1926, and is nicknamed the City of Charm. The City's history has many settlers coming from William Shakespeare's European hometown of Stratford-upon-Avon, hence the name Avon Park, and has an approximate population of 10,000.

The City of Avon Park has a Council-Manager form of government whose Council includes the Mayor, the Deputy Mayor, and three Council members. The Council appoints the City Manager to oversee the administration of the City's day-to-day personnel and operational activities for a full range of municipal services including fire, public works, parks and recreation, utilities (water and wastewater) and a general aviation municipal airport.

The City has an approved FY2023/24 total budget of \$ 47,697,420.00, including a General Fund of \$ 18,545,700.00, and employs a workforce of 98 full-time employees.

REPRESENTATIVE DUTIES

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

1. Assume full management responsibility for all City operations; assess ongoing operational needs through department heads/supervisors and determine best organizational structure to meet goals and objectives; develop, recommend, and administer policies and procedures.
2. Collaborate with the Mayor and City Council in the strategic planning process to develop both long/short-term plans and establish a consistent process for re-evaluating the needs of the City; and assist in developing the Council's Vision into clear, viable objectives with measurable benchmarks; evaluating and ensuring efficient operations and streamlined processes throughout the agency; and building relationships by creating a dialogue with the community and other stakeholders.
3. Direct the development and implementation of the City's goals, objectives, policies, and priorities.
4. Establish within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
5. Encourage creativity and innovation, providing an environment where employees feel comfortable sharing ideas on new processes, policies, programs, or initiatives that could positively impact the organization and the community.

6. Involved in all phases of planning designed to facilitate a variety of City programs such as new systems, annexations, influence of City growth and structure.
7. Conduct monthly staff meetings with direct reports to foster communication and collaboration on shared objectives.
8. Attend all Council, CRA, and Planning and Zoning Board meetings, and work with the City Attorney, consultants, and staff to plan future outcomes and keep the Council fully advised of the City's status, needs, and financial condition, and making such recommendations to the Council for such laws, policies, and other measures as deemed necessary or beneficial to the City.

Knowledge Of

- Operations, services and activities of a City organization including water and sewer utilities. Advanced principles and practices of public administration including municipal budgeting and accounting, government, City Council, CRAs, City Charter and legislative processes.
- Principles and practices of program development, administration, municipal budget preparation, training programs, performance evaluation and administration.
- Methods of analyzing, evaluating, and modifying administrative procedures.
- Ability to take a fresh look at the City's strategic initiatives, as well as its Capital Improvement Plan and redevelopment opportunities.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent Federal, State, and Local Laws, Codes and Regulations.
- Council-Manager form of Government.
- Engineering and Public Works.

Qualifications

- Bachelor's degree in public or business administration or a closely related field
- Five (5) years Municipal Management of a minimum 25 million overall budget or 12 million general fund with 50 or more employees; or Five (5) years Corporate Management with 50 or more employees
- Experience in growth management, economic development, utilities, budgeting, strategic planning, and performance management is a plus.
- Must reside full-time inside Highlands County, Florida or within a 25-mile radius of Avon Park, Florida within 180 days of hire, and remain for the duration of employment with the City.

Starting salary is dependent on qualifications. The City offers an excellent benefits package, including participation in the Florida Retirement System (FRS).

Reference [Code of Ordinances](#):

https://library.municode.com/fl/avon_park/codes/code_of_ordinances?nodeld=COORAVPAFL

This position will remain open until filled. For more information, or to apply, visit www.avonpark.city/jobs. If you have questions, please contact Denise Koger, Human Resources Director at 1-863-452-4406.

Under Florida's Public Records/Sunshine Laws, applications and resumes are subject to public disclosure. If you believe that a portion of your application, resume, or any other supporting documents may be exempt under Florida's Public Records Act, Chapter 112, Florida Statutes, please inform the City Clerk of your exemption prior to submittal so that your belief can be verified.

PHYSICAL DEMANDS:

- Works primarily in an indoor office environment and travels outside of the office to attend meetings.
- Works at a desk for extended periods of time, with the ability to move about at will.
- The City Manager makes repetitive arm/hand movements to enter data and information into a computer using a keyboard.

SPECIAL REQUIREMENT:

This position is a Disaster essential position and will be required to report for work when a declaration of emergency has been declared in Highlands County.

Employment Applications for the City of Avon Park must be filled out in entirety. Applications are located at: <https://www.avonpark.city/jobs>

The City of Avon Park is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, ethnicity, disability, genetic information, marital status, or status as a protected veteran. Preference will be given to preference-eligible veterans in accordance with applicable law.

Employment is contingent upon meeting qualifications, and satisfactory completion of a 20 Year Background Check and Pre-Employment Drug Test.