



EMPLOYMENT OPPORTUNITY

Havana Town Council

TOWN MANAGER

Salary Range:

\$85,000 - \$110,000 DOQ

Position Advertisement Close

Date: January 3, 2022



Background Check and Drug Screening is a Condition of Employment

There shall be a Town Manager who shall be the chief administrative officer of the town. The Town Manager shall be responsible to the town council for the administration of all town affairs placed in the town manager's charge by Charter or by ordinance. The Town Council shall appoint the Town Manager for an indefinite term by a majority vote of all the Council members. The Town Council may remove the Town Manager as provided by ordinance. The qualifications, powers and duties of the Town Manager is prescribed by ordinance. See attached copy of Ordinance No. 383 for residence requirements.

ESSENTIAL FUNCTIONS:

Supervise and coordinates general administrative affairs and activities for the Havana Town Council. Exercises general supervision over the Council's operating and staff support departments of Town government. Attends council meetings, participates in discussions, makes recommendations, and gives special reports as requested by the Council. Interprets council policy, as necessary, for effective daily operations and clarification of the council's intent in policy matters, until same can be clarified in subsequent meetings. Develops and maintains a clear communication system to convey accurate information and directives effectively between the Council and all operating entities of town government to ensure complete facts are available for the council decision making. Prepares the annual operating budget and evaluates department budgets. Represents the Town in affairs of intergovernmental relations with other officials and/or agencies, including neighboring cities or counties. Appears as directed by the Council as official representative of the Council to convey the official Town position on matters of importance to the Council. Responsible for hiring and termination of town employees. Perform other duties that may be assigned or as necessary. See attached copy of Ordinance No. 235.

KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of the principle and practices of public administration and management as it applies to all areas of municipal government operations, especially in finance, electric, gas, water and sewer utilities. Expertise in growth management and economic development. Experience with state and federal legislative processes, regulations and laws. Proven successful experience working with the public and other stakeholders. Proven successful experience with organizational budgeting, auditing and managing contracts. Commitment to professional development for self and staff. Proven ability to successfully delegate duties and assignments to meet required deadlines. Exceptional communication skills both orally and written with the ability to make presentations before a group of individuals. Proven conflict resolution experience.

Ability to exercise considerable judgement and direction in establishing and maintaining good working relationships with a diverse workforce. Also, ability to maintain working relationships with elected officials, department heads and other governing agencies. Must be proficient in computer technology skills.

MINIMUM QUALIFICATIONS:

In qualifying for the position of town manager, a bachelor of science degree in public or business administration from a four-year college or university, or similar degree in management, engineering or a related profession is desirable. Engineering experience is desirable. Experience as an administrator, assistant administrator or related work may be substituted for a bachelor of science degree. Must have a positive attitude and be an excellent leader and motivator with strong integrity. Must be innovative with a strong level of accountability. In a creative and dynamic way, build and maintain consensus among staff and governmental entities. Must be able to give and receive constructive feedback and criticism. The town manager should be accessible to staff and members of the public.

Applicants should submit a Town of Havana employment application to the Town Clerk Office, 711 N. Main Street (P. O. Box 1068), Havana, Florida 32333. Applications must be received by the closing date of the advertisement to be considered. You may contact Shelia Evans, at 850/539-2820 with questions regarding the advertisement. Apply on-line at www.townofhavana.com or fax your application to 850/539-2830.

BENEFITS:

Florida Retirement System (FRS), Health Insurance and Vehicle.

Equal Opportunity/Affirmative Action/Veterans Preference Employer
Drug Free Workplace