

**PUBLIC NOTICE AND AGENDA OF THE GROVELAND CITY COUNCIL WORKSHOP  
SCHEDULED TO CONVENE AT 6:30 P.M., WEDNESDAY, OCTOBER 26, 2016 IN THE E. L.  
PURYEAR BUILDING LOCATED AT 253 S. LAKE AVENUE.**

MAYOR	TIM LOUCKS	tim.loucks@groveland-fl.gov
VICE-MAYOR	KAREN MCMICAN	karen.mcmican@groveland-fl.gov
COUNCIL MEMBER	MIKE RADZIK	mike.radzik@groveland-fl.gov
COUNCIL MEMBER	DINA SWEATT	dina.sweatt@groveland-fl.gov
COUNCIL MEMBER	JOHN GRIFFIN	john.griffin@groveland-fl.gov
CITY ATTORNEY	ANITA GERACI-CARVER, ESQ.	
INTERIM CITY MANAGER	GWEN WALKER	gwen.walker@groveland-fl.gov
CITY CLERK	TERESA MAXWELL	teresa.maxwell@groveland-fl.gov
SERGEANT-AT-ARMS	CAPT. TODD ENGLISH	todd.english@groveland-fl.gov

**AGENDA**

**1. Discussion re: City Manager Search**

*Groveland Code of Ordinances Sec. 2-58 (f).* Any person desiring to address the council shall first secure the permission of the presiding officer and shall give his name and address for the record. All remarks shall be addressed to the council as a body and not to any member thereof unless permission to do so is first granted by the presiding officer. Unless further time is granted by the presiding officer or the council, members of the public shall limit their discussion or address to no more than five minutes. No question shall be asked a councilmember or city official except through the presiding officer.

Pursuant to the provisions of Chap. 286, F.S., Sec. 286.0105, if a person decides to appeal any decision made by this body with respect to any matter considered at this meeting, he or she will need a record of the proceedings, and that for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record may include the testimony and evidence upon which the appeal is to be based and is advised to make such arrangements at his or her own expense.



## REQUEST FOR CITY COUNCIL CONSIDERATION

<b>MEETING DATE:</b> October 26, 2016
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<b>ITEM NUMBER:</b> 1
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<b>AGENDA ITEM:</b> Discussion re: City Manager Search
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<b>CITY GOAL:</b> Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
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<b>PREPARED BY:</b> Gwen Walker, Interim City Manager
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<b>DATE:</b> October 11, 2016
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### **BACKGROUND:**

Attached please find the job description for the position of City Manager. Also included are some job postings that I took off of the ICMA website that may prove of value to you as you discuss amongst yourselves what you expect of your next City Manager and the attributes that you feel are necessary to move the City forward.

<b>STAFF RECOMMENDATION:</b> Set a workshop date to discuss this topic.
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<b>REVIEWED BY CITY MANAGER:</b>
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<b>COUNCIL ACTION:</b>
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<b>MOTION BY:</b>
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<b>SECOND BY:</b>
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*"The city with a future, watch us grow!"*

## CITY OF GROVELAND

**JOB TITLE:** City Manager

**Pay Range:** 50 (76,715-117,915)

### **GENERAL DESCRIPTION:**

This position is the highest level of management within the municipal organization. The incumbent serves as the City's Chief Executive Officer. He/She manages the City's affairs under the broad policies and direction of the City Council. The incumbent is responsible for planning, organizing, directing and coordinating the activities of all utility and general fund departments. The work is performed independently and requires a great deal of initiative and sound judgement. General supervision is received from the City Council. Work is reviewed through observation of daily activities, conferences, reports and results achieved.

### **ESSENTIAL JOB FUNCTIONS:**

1. Supervises and coordinates the administrative affairs and activities of the City.
2. Implements programs, actions and plans consistent with the policy direction of the City Council.
3. Reviews the City Council meeting agenda; evaluates departmental and citizen requests; makes recommendations on agenda items.
4. Attends all City Council meetings.
5. Promulgates, monitors compliance and reports results of policies established by the City Council.
6. Represents the City in intergovernmental relationships.
7. Analyzes proposed state and federal legislation and makes recommendations to the City Council for positions on proposed legislation.
8. Develops and recommends an annual operating budget based on revenue projections, proposed goals, work programs and projects authorized by the City Council.
9. Prepares proposed capital improvement budget based on long-range plans for acquiring, constructing and improving buildings and City facilities.
10. Reviews and recommends organizational staffing as part of the budget process.
11. Monitors financial reports and makes recommendations to the City Council of changes that may be necessary to stay within the approved budget.
12. Directs research in administrative practices to bring about greater efficiency and economy in the City government; develops and recommends long-range plans to the City Council to improve City operations.
13. Assists Department Heads in solving problems which inhibit efficient operations within or create friction between departments.
14. Directs the development of training and leadership programs for employees.
15. Periodically reviews and monitors City policies and procedures.
16. Serves as a member of the Personnel Committee and makes recommendations to the Committee regarding enforcement of and desired revisions to the personnel policies.
17. Receives and reviews complaints from the public; channels them to the appropriate department, and ensures follow-up action is taken to resolve them.
18. Confers with elected officials on matters of budget and policy.
19. Confers with other local jurisdictions, state and federal officials as needed.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

## MINIMUM QUALIFICATIONS:

### KNOWLEDGE, ABILITIES, AND SKILLS:

1. Extensive knowledge of the ordinances, policies and procedures of the City.
2. Extensive knowledge of the organization, function and activities of municipal government.
3. Extensive knowledge of the principles, practices and methods of accounting and public finance administration.
4. Extensive knowledge of water and wastewater operations.
5. Considerable knowledge of electronic data processing.
6. Considerable knowledge of modern office practices, methods and equipment.
7. Ability to meet successfully with public officials, Department Heads and the general public, and establish and maintain effective working relationships with these groups.
8. Skill in the use of general office equipment.
9. Ability to plan, organize and direct the work of a large diversified staff engaged in utilities, general municipal government and related matters.
10. Ability to evaluate existing policies, methods, procedures and practices and recommend necessary changes.
11. Ability to prepare annual budgets.
12. Ability to speak and write effectively.
13. Ability to operate a City vehicle.

### EDUCATION AND EXPERIENCE

1. Graduation from a four (4) year college or university with a major in public administration, MBA preferred.
2. Eight (8) or more years of progressively responsible professional experience in municipal government.
3. Considerable experience in budget preparation.

(A comparable amount of training, education, or experience can be substituted for the minimum qualifications.)

### LICENSES, CERTIFICATIONS, OR REGISTRATIONS

Must possess a valid State of Florida Class E/operator driver's license.

### ESSENTIAL PHYSICAL SKILLS:

Must have the physical ability, strength, capability and flexibility sufficient to perform the job functions in the work environment.

### ENVIRONMENTAL CONDITIONS:

Works primarily inside in an office environment, and occasionally outside in various weather conditions.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

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# City Manager

## City of Mary Esther, FL

POSTED	Sep 22 2016
DEADLINE	Oct 21 2016
SALARY	\$70,000 - \$80,000
CREDENTIAL	ICMA credential preferred <a href="#">What's this?</a>
JOB FUNCTION	Chief Administrator (City/County Manager)
TYPE	Full Time

### RELATED TOPICS

Performance  
Management and  
Analytics

### JOB LOCATION

POPULATION	3,851
SEASONAL POPULATION	3,800
WEBSITE	<a href="http://www.cityofmaryesther.com">www.cityofmaryesther.com</a>
TYPE	City
ADDRESS	195 N Christobal Rd Mary Esther , FL 32569-1911
FORM OF GOVT	Council-Manager (City)
RECOGNITION	Chief appointed official position was recognized by ICMA in 1989 as a Council-Manager position.
TURNOVER	2 chief appointed officials in the past 10 years

The City of Mary Esther, FL "Star of the Emerald Coast" is accepting applications for City Manager. Mary Esther has many substantial attributes to capitalize on and accordingly is a prime location for revitalization. Conveying those attributes to the attention of the right people will be critical. Further, not just any development will do. The environment is delicate, with a constituent group of the community concerned with change. So marketing will be important in terms of both attracting new businesses and assuring the public that the proposed development is right for

the region. Additionally, while the economy is escalating, in the immediate future revenues are limited. Further, many of those living in the City are on fixed incomes indicating they discard the notion of tax increase necessity. Nevertheless they are also unwilling to accept cuts in services. Consequently, preservation of critical resources will be paramount. Tourism is a critical component of the economy and will require judicious management of the requisite benefits and service impacts.

The ideal candidate will be imaginative but down to earth and practical – with a progressive focus on identifying solutions. The Council expects the new manager to be ambitious, self-motivated, have outstanding communications skills and a “can do” attitude. The manager will be somebody who keeps the elected officials well informed and presents them with compelling suggestions as well as alternative options. He/ she must earn their trust and be a respected mentor – not a “yes” man or woman. This manager will work collaboratively with staff, not only providing direction and delegation; but empowering the staff to be entrepreneurial. Micromanagement will be suppressed and replaced with respectful, professional leadership; setting priorities, providing resources, cultivating high expectations and securing accountability throughout the organization.

The ideal candidate will have a proven track record in finance; particularly in budgeting, grants and expense reduction. Contract management will also be an essential skill as some key city services are contracted out. The manager must understand and utilize current information systems to improve city operations. The most qualified candidates will have at least five years experience as a City Manager or Assistant City Manager. He or she is expected to have at least a bachelor’s degree in business administration, public administration, urban planning or a related field. A Master’s Degree and/or ICMA Credentialing are highly desirable. The hiring range for the new City Manager is \$70,000 to \$80,000 combined with a competitive benefits package. This is an outstanding career opportunity, as the city has employed only three city managers over the past twenty-nine years. The City of Mary Esther is an equal opportunity employer and operates as a drug-free workplace.

**HOW TO APPLY**

Submit your resume, cover letter and professional references to Ms. Dana Williams, City Clerk, 195 Christobal Rd. N. Mary Esther, FL 32569 or email to [cclk@cityofmaryesther.com](mailto:cclk@cityofmaryesther.com).

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# City Manager

## City of Haines City, FL

**POSTED** Aug 18 2016

**DEADLINE** Oct 15 2016

**SALARY** (DOQ - Contract Negotiable)

**REFERENCE #** 2016 City Manager

**CREDENTIAL** ICMA credential preferred [What's this?](#)

**JOB FUNCTION** Chief Administrator (City/County Manager)

**TYPE** Full Time

### RELATED TOPICS

Management



**JOB LOCATION** 620 E. Main Street, Haines City, Florida 33844

**POPULATION** 22,000

**WEBSITE** [hainescity.com/government/departments/human-resources/jobs/](http://hainescity.com/government/departments/human-resources/jobs/)

**TYPE** City

**ADDRESS** PO Box 1507  
Haines City, FL 33845-1507

**GOVERNMENT** Council-Manager (City)

 Chief appointed official position was recognized by ICMA in 1925 as a Council-Manager position.

The City of Haines City is seeking a qualified candidate to fill its vacant City Manager position. The ideal candidate will possess the required knowledge and experience normally obtained through the completion of an advanced education from an accredited educational institution of higher learning resulting in a Bachelor's Degree in Public Administration, Finance, Business, or related field and at least seven (7) years of Executive management level work related experience in Municipal Government, Finance, Business or related field. An ICMA Credentialed Manager certification and Master's Degree are highly preferred.

Haines City is a Manager form of government. Appointed by the City Commission, this position is a politically neutral appointment. The ideal candidate for this position is someone who possesses the upmost level of "Professionalism. Responsiveness. Integrity. Diversity. Ethics. (PRIDE)", and is willing to do what is absolutely right, despite what is popular. This individual will be an important member of the Executive Management Team. Their input and guidance will assist the City Commission and Community in addressing the issues of a growing and thriving community.

The City Manager works directly for the City Commission and assists them in ensuring long-term fiscal sustainability in a way that positions Haines City to be responsive to the changing economic challenges while continually looking to strengthening the City's financial position. Conservative principles are certainly core attributes; however, this individual must understand and be able to utilize complex reasoning and common sense in advising the City Commission on all City related matters.

The next City Manager will be tasked with several key issues within the first three (3) years of services involving the fiscal management of City resources and community enhancement. Therefore, the successful candidate must have proven experience, as well as be well-versed, in debt management and issuance, creating and revamping fiscal policies, public utilities and enterprise funding, redevelopment and economic development advancements and marketing strategies, and collective bargaining.

In this organization, teamwork is of the utmost importance. We encourage a collegial atmosphere that allows colleagues to work amongst one another for the sole purpose of providing exceptional government services. The successful incumbent must possess the ability to successfully work with a diverse workforce and community with professionalism, integrity, and ethics. This particular person will be tasked with creating synergy and a positive work environment.

As a professional Executive reporting to the City Commission, the candidate must be a strong communicator, both verbally and in written practice, as the position is required to attend and present at City Commission and other public meetings on complex items. A proven track record of leadership, integrity, finance, and managing difficult situations is a must. An ability to establish and maintain a professional demeanor and effective working relationships with employees, other

government representatives, contractors, partners, consultants, vendors, the media and general public is essential.

The City Manager position is a contracted and appointment position. The potential annual earnings for this position is contingent upon qualifications. Haines City is an equal opportunity employer. Minorities and women are encouraged to apply. Under Florida law, all applications are a public record and subject to disclosure.

#### BROCHURE/ADDITIONAL JOB DETAILS

For a detailed position brochure, please click the following link: <http://hainescity.co..>

#### HOW TO APPLY

All interested applicants are encouraged to visit [www.hainescity.com](http://www.hainescity.com) for a detailed position brochure, which provides all of the position duties and requirements, and application process. Deadline for applying is 5:00 p.m. (EST) October 15, 2016.

#### CITY OF HAINES CITY, FL

Nestled in beautiful Central Polk County Florida, Haines City was founded in 1885 and incorporated in 1914. It is home to some of the most beautiful natural scenery in the State. Haines City is a very diverse community, both ethnically and socially, that strives to provide exceptional public service.

With more than 22,000 residents, Haines City is the third largest City in Polk County. Because of its progressive economic development strategy, the City enjoys an affordable cost of living, strong economic base, and diverse community that is steeped in history and tradition.

Having begun its journey in the agricultural industry, Haines City is positioned to become a leader within Polk County in economic development and growth over the next several decades. Home to large and active commercial thoroughfares and being in close proximity to the largest metropolitan areas within the State of Florida (e.g., Orlando-Kissimmee-Sanford, Tampa-St. Petersburg-Clearwater), Haines City is the up-and-coming prime location for the future. Major businesses that are already established include the Heart of Florida Regional Medical Center, one of the State's largest School Districts, and two great schools – Bethune Academy and Haines City High School. Bethune Academy is a magnet school. Haines City High School has an International Baccalaureate program that rivals some of the best in the Country.

Even as it evolves, Haines City is helping to grow Florida's future with its hometown values and community pride. Its people, businesses, nonprofit organizations and government take great pride in their community as they work side by side, giving an equitable balance of attention to community, livability, and the development of industrial growth. From recreational to natural amenities to a thriving economic future, Haines City has much to offer any resident.

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# City Manager

City of Athens, TN

**POSTED:** Oct 6 2016  
**DEADLINE:** Oct 31 2016  
**SALARY:** \$80,000 - \$115,000 (DOQ)  
**JOB FUNCTION:** Chief Administrator (City/County Manager)  
**TYPE:** Full Time

## RELATED TOPICS

Management



**JOB LOCATION:** 815 North Jackson Street, Athens, TN 37303  
**POPULATION:** 13,458  
**WEBSITE:** [www.cityofathens.tn.gov](http://www.cityofathens.tn.gov)  
**TYPE:** City  
**ADDRESS:** PO Box 849  
Athens, TN 37371-0849  
**FORM OF GOVT:** Council-Manager (City)  
**RECOGNITION:** Chief appointed official position was recognized by ICMA in 1953 as a Council-Manager position.

The city of Athens is searching for its next city manager. There is a long history of stability and excellent leadership in Athens with the current city manager retiring after 17 years. Only 8 managers since ICMA (CM) recognized in 1953, 4 city managers since 1969.

The city has a population of 13,458 and encompasses 14 square miles. Athens is a full service city with a workforce of 111 full time employees with 8 department heads. Athens recently won designation as a Main Street America, has multiple successful industrial parks with site expansion available, a university and a technical college, and an engaged citizenry. The city holds a Aa3 bond rating and has a general fund budget of approximately \$16.5 million.

The city manager reports to a five member non-partisan city council who is elected to four year staggered terms and meets twice a month.

The position requires a bachelor's degree in management, political science or a related field; yet a Master of Public Administration degree is preferred. Three to five years of experience managing a city is required, but at least ten years is preferred. The ideal candidate will have city manager or assistant city manager experience in a full service city. The position demands a high level of internal motivation, interpersonal skills, financial expertise, leadership abilities, economic development skills, knowledge of intergovernmental relations, and a strong desire to serve the public.

For more details about the position, please visit the city's website at <http://www.cityofathenstn.com/citymanagersearch> Athens is subject to the Tennessee Open Records Act. Background checks will be conducted. EOE

**HOW TO APPLY**

Interested parties can send their cover letter along with resume and references to Mayor, In care of Human Resource Director, City of Athens, P.O. Box 849, Athens, TN 37371-0849 or by email at [rbrown@cityofathenstn.com](mailto:rbrown@cityofathenstn.com). Questions should be directed to Rita Brown, Human Resource Director at 423-744-2703.

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