

CITY MANAGER POSITION CITY OF ATLANTIS, FLORIDA

The City of Atlantis, FL (pop. 2,005) – Ideally situated in Central Palm Beach County, the City is home to 1200 residences, an average year round occupancy rate of 70%, and the prestigious Atlantis Country Club and Lost City Golf Club. The City consists of 46.8% residential areas, 43% recreation and permanent open space areas, and 10.2% commercial office areas. JFK Medical Center and adjacent doctor's offices also are located within the City, and provide the primary commercial industry in the City. Residents of this vibrant full service community enjoy the comfort of small-town upscale living with convenient access to the amenities of larger metropolitan areas. Operating under the council-manager form of government with a Mayor and four Council Members, the City is seeking a full-time professional City Manager to lead the organization and oversee a full array of municipal operations provided by 35 union and non-union employees.

The ideal candidate must hold a bachelor's degree in public administration or a closely related field and must have a minimum of seven (7) years of progressively responsible experience in the management of municipal operations, including a demonstrated record of effective staff management, strong management of budgetary and financial matters, strong community relations, and experience in working with a governing body or board. Any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work will be considered. Residency is desired, but not required.

The selected candidate will be subject to a background check; and to ensure a drug-free workplace, a pre-employment drug screen will be required.

The City of Atlantis is an equal opportunity employer.

Closing Date: Anticipated Closing Date is February 2, 2018 at 4:00 p.m. for receipt of applications. The position shall remain open until filled.

Salary: Commensurate with training and experience.

Interested applicants should submit resumes, 3 references and cover letters to the City Clerk at kpuhalainen@atlantisfl.gov or at 260 Orange Tree Drive, Atlantis, Florida 33462. For more information on the City of Atlantis, please visit www.atlantisfl.gov.