

TOWN OF SOUTH PALM BEACH TOWN MANAGER POSITION AVAILABLE

The Town of South Palm Beach, Florida is seeking applications for the position of Town Manager. South Palm Beach is an attractive, financially sound, residential beach community, located on a 0.3 square mile stretch on a barrier island in central Palm Beach County approximately 10 miles south of West Palm Beach, FL. Residents and visitors enjoy a relaxed atmosphere with ocean breezes and actively participate in educational and cultural events locally and in the urban area.

The Town, which operates under a Council-Manager Charter, has an annual budget of approximately \$2 million. The Town provides Planning, Building, and Code Enforcement; Police Services; Recreation; Building Maintenance; Sewer Collection; and limited Public Works functions. The Town contracts for Financial Services, Legal, Fire-Rescue, Police Dispatch, Water and Sewage Treatment, and Library Services with others. The Town works closely with neighboring communities to deliver municipal services.

The Town Manager will be appointed on the basis of his/her administrative and executive qualifications. The ideal candidate must have a broad command of municipal operations, finance, intergovernmental relations, and utility operations. The Town Manager must have an unquestionable sense of integrity and professionalism, and be fair, open, and honest. The Town Manager should be fiscally conservative with a "lean" orientation, and capable of communicating with the Town Council and residents. The Town Manager must be comfortable working in an organization with a very small staff and be "hands-on", especially in areas of municipal finance and budgeting. The Town Manager must possess a Bachelor of Arts or Science degree, or equivalent degree from an accredited institution of higher education. Applicants should also possess extensive progressively responsible managerial experience, preferably in government; experience in government accounting practices and principles; any equivalent combination of related training and experience; knowledge of the nuances of local government within Palm Beach County is a plus; and, successful completion of pre-employment screening is required. Working experience in Florida under the Florida Public Records Law and Open Meetings Law is desirable. Experience in a coastal community is also desirable. The new Town Manager need not be a resident of the Town, but should establish residency in Palm Beach County, FL within one year of employment.

Salary and benefits are negotiable based on experience.

Applicants shall not lobby Town Board Members or employees regarding this position. Such activity may result in disqualification of the applicant from consideration. For purposes of the selection process, "lobby" is defined as an action taken by or on behalf of an applicant seeking to influence the selection process after the initial posting of this job opening through the time an applicant is ultimately selected for the position of Town Manager.

Application packets must be submitted **by email only** to: Ms. Yade Alvarez, CMC Town Clerk/Assistant to Town Manager at: yalvarez@southpalmbeach.com as follows: resumes with a cover letter and a completed Town employment application. The cover letter should be addressed to: Mayor and Town Council, Town of South Palm Beach, 3577 S. Ocean Blvd., South Palm Beach, Florida 33480 **Incomplete applications will not be accepted.** Please submit application packets electronically only to Ms. Alvarez's email address above.

The Town employment application, release document may be obtained via the Town's website at: <http://www.southpalmbeach.com/human-resources.html>

All finalists will be subject to a full background review. Interviews will be conducted as soon as possible.

IMPORTANT NOTE: IN ACCORDANCE WITH FLORIDA PUBLIC RECORDS LAW, APPLICATION MATERIALS RECEIVED BY THE TOWN ARE CONSIDERED PUBLIC RECORDS AND ARE SUBJECT TO DISCLOSURE.