



THE CITY OF CLEARWATER, FLORIDA,
HUMAN RESOURCES DEPARTMENT
INVITES YOUR INTEREST IN THE POSITION OF

ASSISTANT CITY MANAGER

OUR VISION:

Clearwater will be a uniquely beautiful and vibrant community that is socially and economically diverse; that invests for the future; and that is a wonderful place to live, learn, work, visit and play.

Clearwater proudly celebrates the quality of our experiences, spirit and opportunities.

Jon Jennings, City Manager



COMMUNITY BACKGROUND

Located between the Gulf of Mexico and Tampa Bay, the city of Clearwater combines the natural beauty of a tropical environment with safe, affordable, active living and opportunities for personal and professional prosperity. From relaxing on our world-acclaimed, white sandy beaches to boating, dolphin watching to fishing, cheering the Philadelphia Phillies in spring training to attending theater and concert events at Ruth Eckerd Hall and Coachman Park, Clearwater offers a lifestyle for everyone. No better location can be found which places more of an emphasis on integrating career, community, and lifestyle than the city of Clearwater.

Clearwater's quality of life is reflective of the people who live in it. Our vital, growing city has an active population of 110,000 citizens who are accustomed to high-quality services and resources, and who are active partners with the city through numerous neighborhood and community programs.

THE ORGANIZATION

The objective of the City Manager's Office is to support the Mayor and City Council's vision, mission and strategic direction to ensure that the Clearwater government provides the municipal services and infrastructure necessary for a high quality of life for all our citizens.

Clearwater is governed by a council/manager form of government with the City Manager, appointed by the City Council, serving as the chief executive and administrative officer of the city.

The Assistant City Manager will serve as chief of operations and assist and support in the performance of all management, direction and administration of the daily operations of the city. The Assistant City Manager also serve as the Acting City Manager in the City Manager's absence.

The Assistant City Manager is responsible for:

- Assisting and supporting in the performance of all management, direction and administration of the daily operations of the city.
- Supports the City Manager in the creation and implementation of strategies to support council direction, city budget, master plans and performance measurement programs.



THE POSITION

- Provides expectations, leadership and guidance to all direct reports, fosters teamwork and motivates the departments under strong leadership.
- Coordinates, assigns and directs the overall activities and strategic direction of assigned city departments; serves as a liaison between departments and the City Manager.
- Maintains a culture of accountability within the organization.
- Assists, supports, directs and supervises all administrative activities of the city including all departments and operations; provides expertise and direction for operational activities of the city departments.
- Represents the City Manager at various meetings, including interdepartmental, intergovernmental and civic group meetings.
- Attends and engages in all meetings of the City Council, internal staff and various committee meetings; represents the City Manager internally in various committee meetings; attends and participates in various board meetings.
- Develops procedures for implementing changes in organization and administrative systems as directed by the City Manager.
- Submits oral and written reports to the City Manager on a variety of special assignments; collaborates with departments and directors to handles special projects.
- Develops procedures for implementing changes in organization and administrative systems as directed by the City Manager.
- Handles and addresses citizen complaints, represents the City Manager when needed and coordinates various public communications to respond to inquiries from the media and the public; reviews and edits all publications from the city before disbursement
- Possesses the power and authority to execute all powers and duties of the City Manager in the absence of the City Manager and as assigned.
- Performs other duties as assigned.

**Education:**

Master's Degree in Public Administration, Public Affairs, Human Resources Management, or Finance, or a field relating to the area of supervision.

Experience:

A minimum of five (5) years of experience as a department director or managerial position in the public sector; OR an equivalent combination of education, training and experience.

The Assistant City Manager will adhere to the highest degree of ethics, diplomacy and tactfulness, which includes solid negotiation, conflict resolution and people management skills.

The Assistant City Manager will also have experience and skill in planning, assigning, and delegating work in support of high-level strategies and concepts; managing special assignments and studies; and possess exceptional communication skills, both written and verbal, to empower and inspire city employees.

COMPENSATION

The target entry salary range for this position is \$113,685 to \$170,527 DOQ. The city of Clearwater will provide the Assistant City Manager with a highly competitive benefits package.

HOW TO APPLY

Individuals interested in pursuing this career opportunity can apply online at MyClearwater.com.

Candidates are encouraged to submit resumes and the names and telephone numbers of three (3) professional references and submit with the application.

The position is open until filled. The first review of applications will be conducted the week of August 15, 2022.

CLEARWATER HUMAN RESOURCES DEPARTMENT

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Clearwater, FL 33756

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For more information, visit the city's website at MyClearwater.com.

Clearwater is an Affirmative Action/Equal Opportunity/ADA Employer.
Under Florida Law, all resumes are subject to disclosure.

