

# CITY MANAGER

POSITION  
AVAILABLE



City of High Springs

23718 W US HWY 27  
HIGH SPRINGS, FL 32643

**Apply By: January 14, 2024**

# THE IDEAL CANDIDATE

The City is seeking a candidate who has a demonstrated record of achievement with the ability to vision and implement, making High Springs a first-class city that retains its idyllic small-town feel. This individual needs to be an outstanding leader and manager who understands the long-range impacts of actions.

The new City Manager should know that expectations are high. Responding promptly will be a key to success and the Commission expects their residents to receive the best service. Hence, the ideal candidate will believe strongly in customer service and ensure residents receive only the best.

The ideal candidate should have strong listening skills and serve as an advisor and sounding board for both the elected officials and residents. They must have an open-door policy and welcome all. They must have outstanding communications skills (including listening, diplomacy, and finesse). These skills will also include being able to break highly complex issues into simple pieces and being able to explain them in terms that everyone can understand.

The ideal candidate will be someone who has high, realistic expectations from the strong team of staff that is already in place. We are looking for a leader and mentor who will further motivate and encourage our employees to take ownership and accountability as a key component of their job. Experience in labor relations and union negotiations is preferred.

The ideal candidate is expected to be proactive, innovative, compassionate, and creative. This individual must have a high degree of integrity and honesty. Focusing on team building, performance, accountability, staff mentoring and positive acknowledgement with feedback are very important.

The ideal candidate should be someone who recognizes the value of past practice but who is always seeking a better, more efficient and effective way to implement the Commission's vision for our community.

Experience in Intergovernmental Relations will also be important. The next City Manager will need to be aware of issues and actions of other governments.

The ideal candidate must have a minimum of five years of progressive experience in public sector management overseeing at least 40 employees, with some or all of this experience in a small historic city. A Bachelor's degree in business administration, public administration or a related subject from an accredited college or university is required with a Master's degree preferred. Being an ICMA member is strongly preferred.

# ABOUT HIGH SPRINGS

High Springs has a population of 6,975 and is located in northwest Alachua County, approximately 20 miles northwest of Gainesville.

High Springs is known for its beautiful surrounding springs. Visitors and residents enjoy these springs for scuba diving, swimming, fishing, canoeing, and tubing, as well as their natural beauty.

The City has seen a high level of residential and commercial growth and development in the last few years. It is the desire for development and redevelopment to preserve our outstanding quality of life and balance with the residents' expectations and desires.

With its current leadership, the City will maintain its small-town feel while becoming an even more popular and prosperous community.

The City provides its own Police Department, Fire Department, Public Works, Building & Planning/Code Department, CRA and Parks & Recreation Department. There is also a branch of the Motor Vehicles. Some of the employees are unionized. The police department is represented by the Police Benevolent Association (PBA) and public works and administrative employees represented by American Federation of State, County and Municipal Employees (AFSCME).

The City also has a Farmer's Market which is overseen by the Community Redevelopment Agency.

The City has approximately 88 employees (79 full-time and 9 part-time). The FY 2023/2024 General Fund Budget is \$7,218,646 and the total budget is \$17,538,592. The Community Redevelopment Agency (CRA) budget is \$473,948.

## **GOVERNMENT**

The City operates under the Commission-City Manager form of government. The Commission consists of five members, each elected at large by the electors of the City and serving three-year terms.

The City Manager directs and supervises the administration of all departments with the exception of the City Attorney and City Clerk who serve as charter officers who are appointed by and report directly to the City Commission.

## **COMPENSATION**

The anticipated starting salary will be between \$100,000.00 TO \$120,000.00 annually with generous benefits which include a vehicle allowance, retirement benefits through FRS, health, vision, life, dental, Short- and Long -Term Disability insurance.

## **RESIDENCY**

The City Commission requires the City Manager to reside within the City limits.

## **HOW TO APPLY:**

Complete application, available online at [highsprings.gov](http://highsprings.gov), and return along with cover letter and resume' to City Clerk Angela Stone at 23718 W US Hwy 27, High Springs, FL 32643 or [astone@highsprings.gov](mailto:astone@highsprings.gov) by January 14, 2024.

## **THE PROCESS:**

Screening applications will begin on January 15, 2024 and conclude on January 18, 2024. The recommended semi-finalists will then be forwarded to the Commission for consideration. Five finalists will be selected on January 25, 2024 and interviews are scheduled for February 8, 2024.

## **CONFIDENTIALITY:**

Under the Florida Public Records Act, all applications are subject to disclosure after receipt.

### OTHER IMPORTANT INFORMATION

The City of High Springs is an Equal Opportunity Employer.

