

## Town of White Springs, Florida

**Job Title:** Town Manager

**Form of Government:** Council / Town Manager

**Office Location:** Town Hall

**Status:** Full-time Exempt

**Salary Range:** \$ 45,000 - \$ 55,000 (DOQ)

**Closing Date:** Aug 24, 2015

**Website:** [www.whitesprings.org](http://www.whitesprings.org)

**Address:** 10363 Bridge St., White Springs, FL 32096

**Community Description:** The Town is approximately 1.8 square miles in size and is located in Hamilton County on the banks of the Suwannee River. It is approximately 13 miles from Lake City, 15 miles northeast of Live Oak and 18 miles south of Jasper (County seat). It has an estimated population of 777 persons.

**Job Summary:** The Town Manager is the Chief Administrative Officer of the Town and is responsible to the Town Council for all the administration of Town affairs placed in his or her charge by the Town Charter. Direct management of daily operations is conducted through the Department Heads of the Town which include the following: Police, Volunteer Fire, Public Works and Finance. The Town contracts with Waste Pro for trash/recycling service.

**Duties and Responsibilities:** The Town Manager shall generally have the following duties and responsibilities:

- Administer the policies and goals as set by the Town Council
- Hire, fire, and discipline employees per the Personnel Policy approved by the Council
- Direct and supervise the administration of all departments, offices, and agencies of the Town
- Attend all Town Council meetings and participate in discussion
- Provide recommendations and guidance to Council Members regarding Town policy, ordinances, agenda items, as well as current and future activities
- Prepare and submit an annual budget and capital improvement plan to the Council
- Prepare and present an annual report outlining the finance and administrative activities of the Town for the previous year
- Prepare other research and reports as requested by Council
- Keeping the Town Council fully apprised of the financial condition and upcoming needs of the Town by presenting a monthly report at Town Council meetings
- Provide staff support services for Mayor and Council members
- Responsible for the purchasing activities of the Town, including surplus property disposition, per the Policy as set forth by the Town Council
- Grant writing and administration

**Education and Experience Requirements:** It is desired that the applicant meet the following educational and experience requirements:

- Bachelors degree in business or public administration, master degree preferred and five years of progressively responsible governmental experience in public administration; or an equivalent combination of education, training and experience.
- Knowledge of Emergency Management procedures
- Knowledge of Florida law and enabling legislation
- Experience in producing annual governmental budgets
- Experience in Public Works project development and construction contracts
- Knowledge of NPDES requirements
- Experience working with a municipal police department
- Experience with overseeing a volunteer fire department

**Knowledge, Skills, and Abilities:** The applicant:

- Must be willing to be involved in the community and have an understanding of the pride associated with living in a small Town
- Must have excellent verbal and written communication skills
- Must have the ability to delegate authority but still follow up on results
- Must have the ability to express oneself clearly both in writing and orally in front of the Town Council and taxpayer groups
- Must be willing to have an office open door policy for residents, the Town Council members, and staff
- Must be computer literate and be able to effectively communicate via email
- Must have excellent listening skills, work habits, ability to meet deadlines, be able to multi-task, and have a high level of attention to detail
- Must have the ability to interact with the media, other Town managers and the county manager

The Town has an operating budget of \$1.4 million and has 9 full-time employees. The successful candidate's salary and benefits shall be set by the Town Council. The applicant need not be a resident of the Town or the State at the time of hiring, however, the successful applicant will be expected to reside within 25 miles of the Town within 90 days of hiring unless permitted to do otherwise by the Town Council.

**Interested applicants should submit applications, resumes, cover letters and references electronically to the Town Clerk @ [cityhall@windstream.net](mailto:cityhall@windstream.net)**

Successful applicants must undergo a background check and pass a drug test. The Town participates in the E-Verify system with respect to employment eligibility. All resumes and applications received by the Town for this position become a matter of public record upon receipt by the Town.