



City of Neptune Beach, Florida **City Manager Position Announcement**

The City of Neptune Beach is seeking a new City Manager .

Neptune Beach is a vibrant and pedestrian friendly beachfront community approximately 15 miles east of downtown Jacksonville, nestled on the northeast coast of Florida, and totals 2.5 square miles between Atlantic Beach and Jacksonville Beach. It has a population of 7,200. With a small-town residential atmosphere, the Central Business District is upscale with several unique restaurants and shops. The City prides itself on delivery of quality services, with a low property tax rate.

Neptune Beach operates under a Council/Manager form of government. The City Council is vested by Charter with policy-making and legislative authority. The Council is made up of the Mayor and four Council members, elected on a non-partisan basis with staggered 4-year terms. The City Manager serves at the pleasure of the Council and is the Chief Administrative Officer. The Manager has oversight of city departments including Police (and lifeguards), Mobility Management, Public Works/Utilities, Finance, Planning/Community Development, and Senior Services. Fire/Rescue service is provided by the County. The City has 70 full-time employees and another 30 part-time staff including lifeguards. The City Charter and Code information on the City Manager may be found at:

https://library.municode.com/fl/neptune_beach/codes/code_of_ordinances

The ideal candidate will have a Bachelor's Degree from an accredited college or university with a major in administration, management or related field and relevant experience as a city manager or assistant manager. A Master's Degree is preferred but not required. The successful candidate must be able to foster effective council relations, have strong administrative skills, maintain positive community and intergovernmental relations, support economic development and revitalization and understand the Florida open meetings and public records laws. Traits looked for by the Council are good judgment, effective decision-making skills, and integrity. Keeping current on City projects and updating the Council is essential. Treating others with respect and dignity, embracing cultural diversity and the ability to recruit and retain competent, professional and responsive staff will be important. A working knowledge of municipal finance, human resources, public works, public safety, and community development are highly desired.

Major challenges the new City Manager is expected to address include the impacts of sea level rise, economic development that is compatible with the small-town character of the community, improving infrastructure as it applies to water, sewer, and stormwater and roads.

The starting salary is expected to be around \$125,000, DOQE. Additionally, the City offers an attractive benefits package.

To apply, submit a cover letter and resume with salary history to:

Jillian McCann, HR Coordinator
116 First Street
Neptune Beach, FL 32266
OR
hr@nbfl.us

<https://www.nbfl.gov/>

NOTE: Under Florida Law, all information and document submitted are public records and will be provided to the press and /or others upon request.