

Neptune Beach, Florida City Manager Profile

January 2023

The Mayor and City Council seek to recruit a new City Manager.



Description of Neptune Beach

Neptune Beach is a small, quiet coastal community nestled on the northeast coast of Florida between Atlantic Beach and Jacksonville Beach. The City has a comfortable, casual and laid-back atmosphere that invites people of all ages to enjoy the beach and other areas of natural beauty. The hard-packed sand is great for cycling, and the waves are ideal for surfing. The mix of small shops and restaurants so near the beach provide the opportunity to shop and dine during beach days and evenings. There is also golfing, tennis, and boating. The community is resident focused and boasts one of the largest parks at the Beaches. Jacksonville, one of the largest cities in Florida, is about 15 minutes away.

According to the 2020 Census, Neptune Beach has a population of 7,217. With the Mayport Naval Station located on the St. Johns River a few miles north of Neptune Beach, there is a strong military presence in the city. Many Navy personnel choose to retire in the area and Neptune had 437 veterans per Census estimates.

Almost 71% of housing is owner-occupied and the median value of those housing units is \$462,200. Over 93.4% of the households have a broadband Internet subscription and 97.1% of residents over 25 years old have a high school degree or higher. Over 50% have a bachelor's degree or higher.

Neptune Beach has a land area of 2.33 square miles with a density of 3,017 residents per square mile.

History of Neptune Beach

Neptune Beach lies between Atlantic Beach to the north and Jacksonville Beach, its parent tract, to the south. Eugene F. Gilbert bought the 180 acre parcel which became Neptune Beach from the State of Florida for the sum of \$1.25 an acre in 1884. The first subdivision map was filed one year later.

As with all the Beaches communities, the development of the railroad is integral to its history. Dan Wheeler had a cottage near the shore. However he worked in Jacksonville.

Mr. Wheeler rode the train back and forth to work, but since the train would not stop at his house, he rode all the way to Mayport and had to walk back home. He learned that the train would have to stop if there were a station so, determined to end his daily walks, he built one, and named it Neptune.

In the early 1930s, the area of Neptune Beach was still a remote and sparsely populated section of Jacksonville Beach. Residents of the area felt they were not receiving adequate return of services for their taxes and they voted to secede from Jacksonville Beach and create the separate community of Neptune Beach. On August 11, 1931 this determination made Neptune Beach a separate political entity.

Neptune Beach is a quiet residential community that does not encourage commercial development or industry, neither has it adopted the commercial entertainment enterprises.

Description of City Government

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), Public Works/Utilities, Finance, Mobility Management, 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.

Qualifications of City Manager

The City Manager shall be appointed by the City Council solely on the basis of executive and administrative qualifications with special emphasis on actual experience, education in, or knowledge of, administration and operation of local government management. The City Manager shall be appointed without regard to political beliefs and need not be a resident of the city or state at the time of appointment, but during the term of office the City Manager shall be a resident of the city. The City Council may, upon request of the City Manager, by majority vote, authorize the City Manager to reside within areas adjacent to Neptune Beach.

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.

Performance Expectations

Performance expectations are specific results the City Manager is expected to achieve. What will filling this position accomplish for Neptune Beach? What are the needs to be fulfilled and the desired results? Results are accomplishments to be achieved.

- Keep the City Council informed on current projects and update the Council on current events
- Ensure the city provides great services, that citizens are treated with respect, and citizen concerns are tracked and responded to promptly.
- Handle difficult public events or meetings without taking negative feedback personally and always with the objective of achieving what is in the best interests of the city. Work positively and thrive in a small-town atmosphere.
- Provide leadership by supervising city employees in a positive manner and earning their respect while achieving the missions of the city.
- Create and maintain positive public relations through working with the press and social media.
- Keep the public informed on emergency management such as hurricanes. Successfully pre-plan and restore services after an emergency event.
- Keep the City financially sound by managing municipal finances and the budget.
- Ensure that the water and sewer plants meet all applicable state and federal permit requirements and have adequate capacity to serve our community.
- Ensure our city roads are well maintained with long-term funding in place.

- Ensure that our employees are fairly compensated, personnel policies are followed, employees are valued as individuals, and are properly trained.
- Work closely with the Police Chief to adopt policies and procedures to ensure our citizens feel safe.
- Update development codes and the comprehensive plan.
- Address the impacts of sea level rise.
- Encourage economic development that is compatible with the small-town character of our community.

Success Patterns

A person's success patterns consist of experiences, accomplishments and skills. These patterns indicate whether an individual will be able to meet the performance expectations identified above.

- Experience as a City Manager or Assistant City Manager in a small town that operated under the Council-Manager form of government
- A track record in working with City Councils or other public bodies, making presentations and achieving positive results
- Extensive experience in working in a City or County government
- Successful experience in supervising all aspects of HR operations, to include labor negotiations
- Demonstrated experience in planning and zoning
- Has experience managing a tropical storms or similar emergencies
- Successful experience in solving citizen concerns and establishing positive customer relations
- Experience in making decisions regarding water, wastewater, solid waste and road maintenance operations
- Extensive experience in city wide budgeting and financial management
- Has worked with Police Departments on programs that improved public safety
- Has a college degree with major course work in public administration or a related field
- Experience in working with regulatory agencies, state legislatures, and county government
- Experience in working with the press and social media

Personal Characteristics

Personal characteristics are the foundation of assessing the right fit for the city. What values do we want for our organization?

- A positive chemistry with the City Council and city employees
- A person who appreciates working and living in a small town
- A leader who can motivate others and takes pride in mentoring and helping others achieve success
- Highly values honesty and is trustworthy in terms of character and competence
- Committed to citizen service and can define what that means. Ability to meet with citizens and solve problems daily
- A good communicator who can actively listen and understand other points of view and explain complex issues
- Intellectual curiosity and able to come up with creative solutions to complex problems
- Future oriented

Compensation

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

Application Process

To apply, submit a cover letter and resumé to:

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

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