



CITY OF DEERFIELD BEACH, FLORIDA
CITY MANAGER





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CITY MANAGER

The City of Deerfield Beach is seeking a dynamic leader to serve as City Manager. The City Manager is responsible for a wide variety of municipal operations, services and programs.

OVERVIEW

Nestled along the stunning east coast, the City of Deerfield Beach (DFB) offers a unique blend of urban convenience and suburban charm. Imagine waking up to ocean breezes, exploring pristine beaches, and enjoying a year-round tropical paradise.

DFB is located on the beautiful east coast of southern Florida in Broward County. Deerfield Beach encompasses 16.3 square miles of land which includes 1.2 square miles of water and a unique mix of urban and suburban living. A year-round tropical climate with an average 251 days of sunshine, makes the City one of the most attractive places in the U.S. to call home. Deerfield Beach is a nautical destination with beautiful beaches, waterways and ocean access making it ideal for boaters, fisherman and surfers. The weather, many attractions, and low cost of living attract a diverse community of permanent residents plus seasonal residents from all over the Northeast United States and Canada. Other cities and international airports within close proximity includes: Fort Lauderdale, West Palm Beach and Miami.

Known as a popular nautical destination in South Florida. The City promotes a healthy, active lifestyle with many outdoor activities for residents and visitors. We are conveniently located near two inlets connecting the intercostal to the Atlantic Ocean which is a great attraction for avid boaters; and we also boast our 976 ft. International Fishing Pier. We are home to popular diving spots, water sports stores such as Island Water Sports, Billabong Surf shop, Dixie Divers, and West Marine. Local eateries include a wide variety of options from fresh seafood, Latin Cuisine and many more.

There are many City owned and operated parks located throughout the community. We are proud of our Arboretum at Constitution Park which is a great attraction that covers approximately nine acres featuring trees from five continents, a nursery and an active Rain Forest. Our award-winning Aquatics Complex offers recreational, rehabilitation and competitive swimming. The City offers a variety of annual events, festivals and concerts; and in early 2025, we will be recognizing our most significant event of our history, in the celebration of our 100th Birthday. In 2024 we achieved the opening of two new buildings; the Johnny L Tigner Center and the Braithwaite Center for Active Aging.

There are seven Broward County School District public schools, one charter school and two private schools and our residents also have the ability to attend schools in the nearby cities of Coconut Creek and Pompano Beach.

The City is home to 90,000 residents and a robust business community with several advanced industrial businesses including People’s Trust Insurance, Southeast Toyota, JM Family Enterprises, The Learning Center headquarters, UM Sylvester Comprehensive Cancer Center and other national and international businesses.

GOVERNMENT

The Deerfield Beach City Commission is a five-member body elected for four-year terms, with a limit of two terms. The mayor is elected at-large, with four commissioners elected by district. The City Commission operates professionally, exercising the legal powers of the City Charter. The City Manager is the chief administrative officer of the city, appointed by the Commission, with broad discretion and decision-making authority, consistent with the Charter and direction from the Commission.

The City Manager works closely with the City Commission in the development of the City’s Strategic Plan. In addition, the City Manager leads implementation of the Plan with responsibility for the identification of resources, prioritization of initiatives and projects and development of strategies. The City has a budget of approximately \$376M for FY 2025, supporting the municipal services it provides directly and by contract. The latter includes police and fire services provided by the Broward County Sheriff. The City has approximately 400 FTE’s, supplemented by part-time employees, primarily for beach and parks. The City has two unions which are: The International Union of Painters and Allied Trades, and the Professional Managers and Supervisors Association.

THE ORGANIZATION

The City Manager oversees all operational and administrative departments that governs City business. The departments are as follows: Community Services, Economic Development, Environmental Services, Financial Services, Human Resources, Information Technology, Office of the City Clerk, Parks and Recreation, Planning and Development, Public Affairs and Marketing, Public Safety, and Sustainable Management. The City Manager works alongside an external City Attorney on all legal matters.



ESSENTIAL JOB FUNCTIONS

- Direct and supervise the administration of all departments, offices and agencies of the city
- Attend Commission meetings, providing information and recommendations
- Ensure that laws, City Charter provisions and City Commission directions are faithfully executed
- Prepare and submit the annual budget and capital program to the Commission
- Report on the finances and administrative activities of the city at the end of the fiscal year
- Advise the Commission of city financial conditions, trends and anticipated needs
- During an emergency or disaster, assume full direction of all municipal operations in the absence of the mayor and vice-mayor
- Provide direction for the City's strategic plan, budget, projects and initiatives
- Confer with the Commission, the business community, and civic groups regarding needs, problems or issues.
- Confer with department directors and staff to review, plan, and discuss planning and operations.
- Performs other related tasks as required.



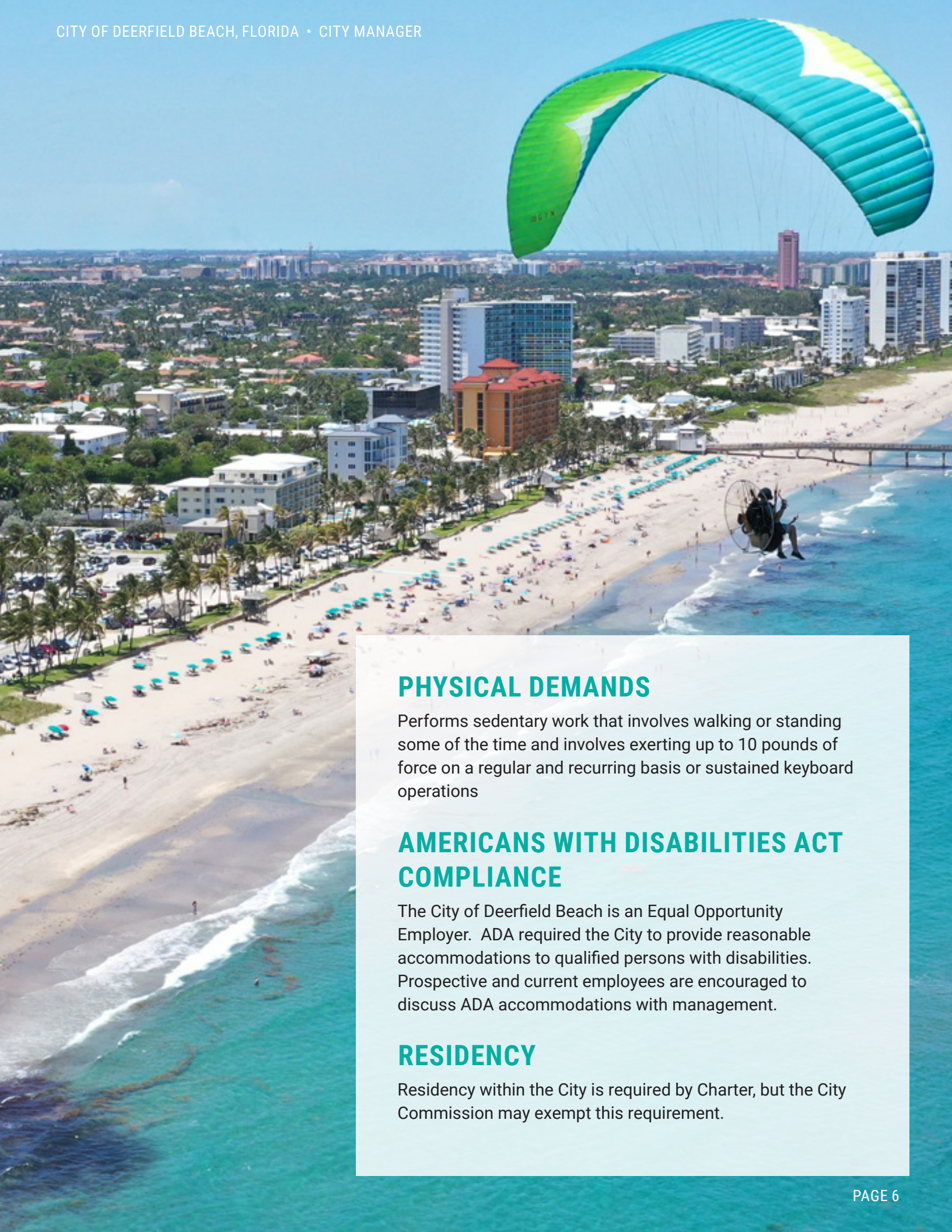


PRIORITIES

- Support the City's SHARP core values of Service, Honesty, Accountability, Respect, Professionalism.
- Update facilities and infrastructure for public safety, stormwater and utilities, community Programs.
- Pursue economic development and redevelopment initiatives to strengthen the local economy and revitalize downtown areas.
- Identify opportunities for service enhancements to arts, culture and recreation programs.

KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of federal, state and local laws, regulations and rules pertaining to local government operations.
- Knowledge of public administration principles and management theory and techniques.
- Skills in budget analysis and financial accounting principles
- Planning, organizing and evaluating the activities of multiple departments
- Able to establish and maintain effective working relationships with the City Commission, employees, other government officials, the media and the public.
- Able to articulate and represent plans to City staff, the Commission and the public.
- Skill as an outstanding leader and mentor; sets high expectations for performance
- Excellent written and oral communication skills to prepare and deliver professional presentations to the City Commission.
- Has strong negotiation skills to address and resolve complex issues and facilitate consensus with tact and diplomacy.
- Effective leadership skills and supervisory methods.
- Able to anticipate and resolve issues to avoid escalation into problems
- Ability to plan, develop and implement varied policies and procedures
- Able to work collaboratively and build consensus
- Able to analyze a variety of complex administrative and organizational problems and develop sound policy and procedural recommendations.
- Able to promote mission, goals, policies and guiding principles and standards of an effective public organization.
- Able to manage multiple departments.
- Able to develop and maintain cooperative working relationships with the City Commission, City management, other government officials, business partners, employees and citizens.
- Able to demonstrate strong business acumen and strong leadership skills in directing City business.



PHYSICAL DEMANDS

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Deerfield Beach is an Equal Opportunity Employer. ADA required the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

RESIDENCY

Residency within the City is required by Charter, but the City Commission may exempt this requirement.



QUALIFICATIONS

Bachelor's Degree in Business, Public Administration or related field from an accredited university or college. Master's degree preferred.

A minimum of ten years of progressively responsible government experience. At least five years of upper management / executive leadership experience in local government.

SALARY

Minimum starting salary for negotiation is \$220,000. Actual salary will be determined by the selected candidate's qualifications and experience. The City offers an excellent array of benefits.

ADDITIONAL INFORMATION

For additional information about the city, visit: <http://www.deerfield-beach.com/>

HOW TO APPLY

The recruitment for this position is being handled by MGT. Interested candidates should apply online @ www.GovHRjobs.com with a cover letter, resume and contact information for five professional references by December 9, 2024. Address to: Jim Dinneen, MGT Approved Independent Executive Recruiter. Questions may be directed to Jim Dinneen at (386) 846-2612.

Applications may be subject to Florida Sunshine Laws.

