



CLEARWATER
BRIGHT AND BEAUTIFUL • BAY TO BEACH

CLEARWATER, FLORIDA

ASSISTANT CITY MANAGER



MGT

THE POSITION BRIEF

Clearwater Florida seeks a sophisticated and highly skilled municipal executive to serve as its next Assistant City Manager. This position is appointed by and serves at the pleasure of the City Manager with an organizational total budget of \$753 million. The Assistant City Manager also supports a variety of departments.

THE COMMUNITY

Repeatedly, Clearwater Beach has been named the No. 1 beach in the country on Tripadvisor. This picturesque beach, located on a barrier island accessible from the mainland by bridge, has all the powdery sand and emerald-green water you could want. You will often see bicycles loaded on the county buses or the Clearwater Jolley Trolley, both of which offer convenient transportation around town.

Check out the brewery scene in north Pinellas County by hopping the [Gulp Coast Craft Beer Trail](#). Then, catch a baseball game from the Philadelphia Phillies who have called Clearwater their spring training home for more than 75 years. [Clearwater](#) is not only about beautiful beaches, it has a thriving art and outdoor recreation. Along with fishing and water sports, locals enjoy biking, ideally suited to the warm weather and relatively flat landscape.

On Cleveland Street, you will find such treasures as the 1920s Bilheimer Capitol Theatre and a gallery by an internationally renowned glass sculptor. The walkable district is lined with eclectic boutiques and eateries. Nearby, Coachman Park hosts events

throughout the year like the Martin Luther King Celebration, the annual Jazz Fest, music festivals, a monthly market and more. To learn more about the community you can visit myclearwater.com, the [Amplify Clearwater](#) website or the county's official destination marketing organization website <https://www.visitstpeteclearwater.com>.

You will be glad to know Clearwater is home to some of the state's best schools, particularly for preschool and elementary students. Families also love the many parks and playgrounds. Moccasin Lake Nature Park, for example, features birds of prey exhibits and an observation tower, while Crest Lake Park has a splash pad, rain garden and arboretum. And if your family includes four-footed members, head to the dog parks at Sand Key Beach, Crest Lake Park, or Enterprise Dog Park.

Aligned with a population growth, employment and salaries are on the rise in Clearwater, with top industries including healthcare, retail, and accommodation and food services making it a great place to [work and live](#).

EDUCATION

The education system in Clearwater, Florida, is part of the Pinellas County School District, which is the seventh-largest school district in Florida and serves more than 104,000 students across more than 140 schools and centers. Here are some key points about the education system in Clearwater:

Schools

Public Schools: There are thirty public schools serving approximately 14,787 students. These include elementary, middle, and high schools.

Private Schools: There are twenty-nine private schools serving around 5,840 students.

Magnet and Charter Schools: The district offers various magnet and charter school programs to cater to different educational needs and interests.

Some of the top-rated schools in Clearwater include :

- [Ponce De Leon Elementary School](#)
- [Skycrest Elementary School](#)
- [Frontier Elementary School](#)
- [Countryside High School](#)
- [St. Petersburg College](#)
- [Everest University](#)
- [Clearwater High School](#)
- [Clearwater Central Catholic High School](#)
- [Ultimate Medical Academy](#)
- [Clearwater Academy International](#)
- [Nova Southeastern University](#)

Educational Programs

- **College Success Award:** Some schools, like Countryside High School, have been recognized for their efforts in preparing students for college success.
- **Specialized Programs:** The district offers various application programs, including magnet, fundamental, and career academy programs.



BY THE NUMBERS (US CENSUS):

62,330 households in Clearwater. A wide variety of housing sizes, styles and price ranges are available throughout the community from older structures to new construction home sites.

Median household income is **\$73,178**

Median home values **\$370,480**

Clearwater's **population** is approximately **67%** white, **16.8%** Hispanic, **10%** African American, **3%** Asian, **15%** two or more races.

The age distribution of residents is:

Median age = **47.2** years, under 18 = **18.7%**, 18 – 64 = **59.4%**, 65 and older = **21.9%**.

Military Veterans: **7.1%**

Unemployment Rate: **3.6%**

Student-Teacher Ratio

- The student-teacher ratio in the Pinellas County School District is approximately 14:1.

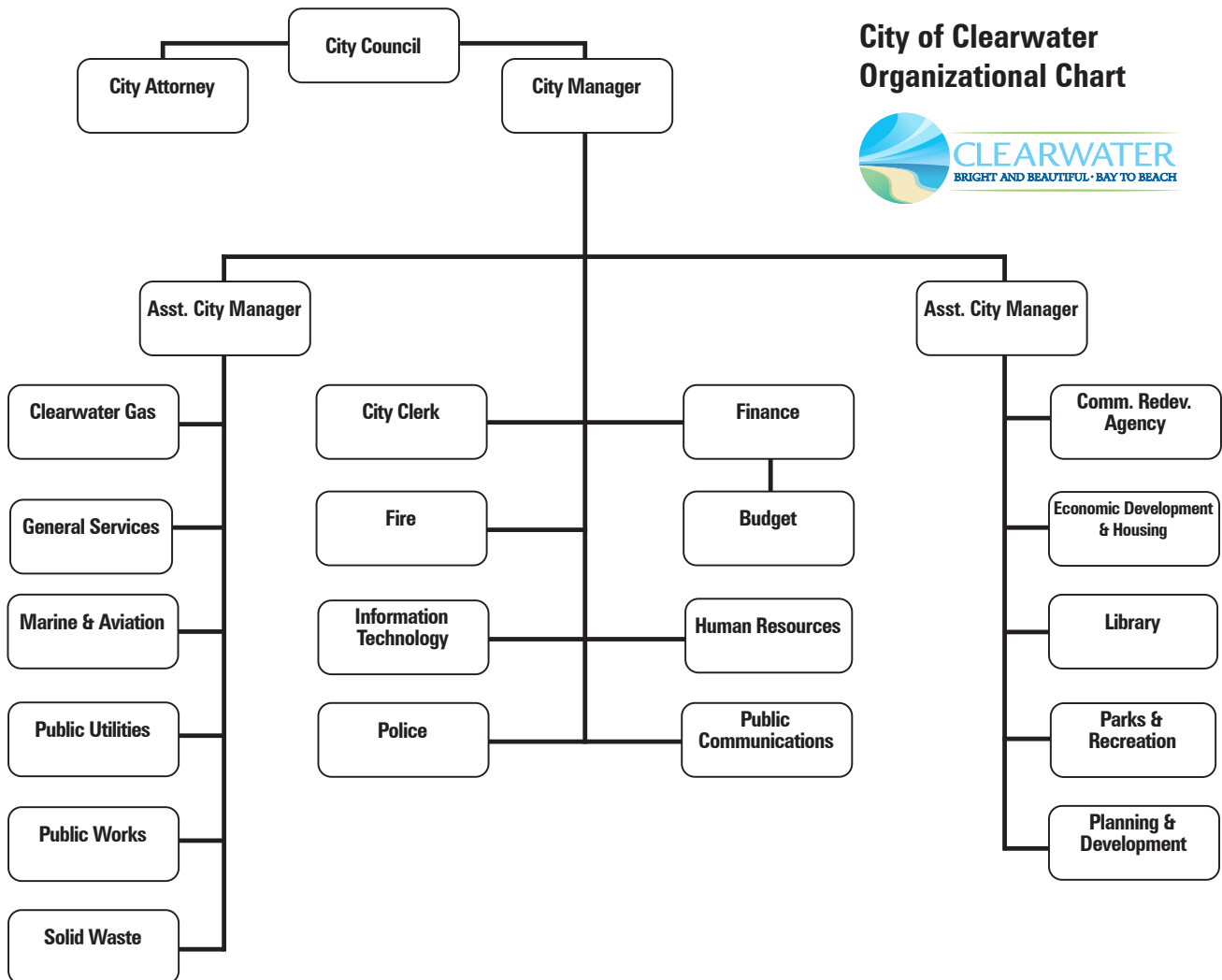
The district encourages community involvement and offers various programs to engage parents and community members in the educational process. Clearwater's education system is committed to providing quality education and fostering a supportive learning environment for all students.

CITY GOVERNMENT

The City of Clearwater is governed by a Council / Manager form of government. The mayor and four Council members are elected for four-year terms. They are responsible for legislative and policy functions and appoint the City Manager and City Attorney. The City Manager serves as chief executive and administrative officer. Two Assistant City Managers provide oversight and direction of 21 operating departments and a workforce of 1900+ Full Time Equivalent (FTE) employees. The annual budget for 2024/2025 all funds cost of service totals is \$753 million.



In 2023, the city adopted a Strategic Plan to declare its commitment to provide quality, sustainable, cost-effective municipal services that foster and sustain a healthy residential and economic environment. This mission faces new challenges resulting from the two hurricanes impacting the city in 2024. Rebuilding and redevelopment to address business and housing needs are immediate and foreseeable priorities. The city has adopted a Comprehensive Plan that will serve as the road map for the future of the community. [Clearwater 2045 – A Bright and Beautiful Future](#). In addition to a plan they have adopted a [Plan of Implementation](#) that addresses intergovernmental coordination, capital improvements and property rights elements.





THE POSITION

The City of Clearwater (117,292) is seeking an experienced municipal manager to lead city departments in the areas of development, redevelopment, economic development, planning, parks, and library operations. Clearwater is located between the Gulf of Mexico and Tampa Bay, with a quality of life offering opportunities to enjoy recreation, sports, arts and culture, and a beautiful natural environment. From relaxing on world-acclaimed, white sand beaches, to boating, dolphin watching, fishing, professional sports, and a variety of theater and concert events, no better location can be found to integrate career, community, and lifestyle. A variety of neighborhoods, housing and educational facilities are available, with freedom of choice K-12 school options, a public university, and private colleges.

Appointed by the City Manager, the ACM plays a vital role in directing city departments and formulating economic strategies, significantly influencing the economic growth of the Clearwater community.

The ACM operates at an executive level, directly reporting to the City Manager, with the authority, to perform all duties of the City Manager when necessary. The position involves leading a diverse portfolio including Planning & Development, Economic Development and Housing, the Community Redevelopment Agency, Parks & Recreation, and the Clearwater Public Library System.

In this role, the ACM is responsible for overseeing economic projects, focusing on innovative development while ensuring sustainable urban progress. This includes participating in policy-making and strategic planning that affects the city's economic landscape.

With a spotlight on economic development, the ACM is set to be a key player in promoting a thriving economy, guiding Clearwater through its redevelopment and revitalization. This role provides a unique opportunity to significantly influence the city's future prosperity and growth.

IDEAL CANDIDATE: FOCUSED ON ECONOMIC DEVELOPMENT AND A CAN-DO ATTITUDE

The ideal candidate will possess a solid background in public administration, with a special focus on economic development. They should be knowledgeable about municipal structures, laws, and regulations that impact economic growth. Key skills include expertise in budgeting, project management, and using performance metrics to drive and measure success in economic initiatives.

Strong in strategy and execution, the candidate must be adept at leading economic development projects, capable of analyzing data to make informed decisions, and skilled at communicating complex information to a variety of stakeholders to foster collaboration and engagement.

An analytical person with a can-do attitude, the ideal individual will excel in identifying growth opportunities and overcoming challenges. They will demonstrate leadership that inspires team collaboration, encourages innovative solutions, and actively engages with the community to ensure development projects meet local needs while promoting overall economic prosperity.



KEY PROJECTS AND PRIORITIES



Making Strides in Post-Hurricane Recovery:

Clearwater, the gem on Florida's stunning Gulf Coast, has faced the fury of nature and emerged resilient. As hurricanes have swept through our region, the aftermath has brought challenges that are intertwined with unique opportunities. Our recovery efforts extend beyond rebuilding; they are a testament to Clearwater's unwavering spirit and commitment to building a stronger, more vibrant community for the future.

Opportunities for Transformation and Growth:

The Assistant City Manager (ACM) will take a leading role in a transformative moment for Clearwater, steering the recovery toward a renaissance of urban development and economic prosperity. With more than twenty acres of centrally located, Pinellas County-owned real estate poised for repurposing, the ACM will be at the forefront of a historic opportunity as we reimagine downtown Clearwater's landscape. Leveraging the relocation of Pinellas County government facilities, the ACM will orchestrate one of the largest urban redevelopments in Clearwater's history. This role will not only shape the city's skyline but will also lay down the groundwork for hundreds of millions of dollars in economic development projects, setting the stage for a brighter economic future.

Affordable Housing and Sustainable Development:

Another core objective for the ACM will be to address the pressing need for affordable housing. In the wake of the storms, the assessment and enhancement of our existing housing stock is paramount. The ACM will develop strategies to revitalize and expand our housing solutions, ensuring that the infrastructure is not only restored but innovatively improved to meet the demands of our growing community.

Balancing the need for swift reconstruction with the vision for long-term sustainability, the ACM will adeptly navigate resource identification to ensure that housing remains both accessible and affordable, while also drawing on the vibrant spirit and unique characteristics that make Clearwater an exceptional place to live.



*Qualified candidates should have **may include but are not limited to***

Qualifications:

- **Educational Requirement:** Bachelor's degree in public administration, Political Science, Public Affairs, Human Resources Management, Finance, or a related field. A master's degree is strongly preferred.
- **Required Experience:** A minimum of five (5) years of executive-level experience in municipal government, including duties as a department director or manager. Demonstrated experience with Finance, Economic Development, Planning and Development is necessary. Experience with Community Redevelopment Agencies (CRAs) is preferred.
- **Additional Skills:** A comparable combination of education and experience that demonstrates the necessary skills and knowledge will be considered.

Preferred Qualifications:

- Credentialed status with the International City/County Management Association (ICMA) and/or the American Institute of Certified Planners (AICP) is preferred and highly desirable.

Key Responsibilities:

- **Leadership and Supervision:** Direct and oversee assigned city departments, ensuring efficient management, budget oversight, and strategic direction.
- **Strategic Planning and Economic Development:** Design and implement strategies for economic growth, assess housing needs, and guide the execution of the Parks & Recreation Master Plan.
- **Community Engagement:** Function as the City Manager's liaison with city businesses, governmental entities, community groups, and the public.
- **Administrative and Policy Oversight:** Conduct departmental reporting, project management, and policy development to align with the city's goals.
- **Crisis Management:** Lead decisively during emergencies, providing strategic direction to manage crises effectively.



COMPENSATION

The total salary range depending on qualification for the position is – \$153,898 - \$246,237 with an anticipated starting range at the midpoint of the pay scale.

Employees enjoy comprehensive medical (100% paid employee health care coverage with options for dependents) and wellness initiatives – including an [Employee Health Center](#) that provides primary and urgent care, labs, radiology, and prescription drugs. Dental, vision, life insurance and supplemental long-term disability plans are available.

The city encourages an excellent work / life balance and offers paid holiday, vacation, and sick leave plans. And for employee retirement savings there is a 401(a) Money Purchase Plan (defined contribution) with 8% employer contribution and immediate 100% vesting and voluntary tax-deferred 457 Plan (defined contribution). Program details can be found at [2025 City of Clearwater Benefits Highlights](#).

APPLICATION

Interested candidates should apply online by December 27, 2024, with resume, cover letter and contact information for five work-related references at GovHRJobs.com to the attention of Mike Brethorst, Senior Consultant, mbrethorst@mgt.us or by Tel: 218-329-0700.

Equal Opportunity Employer

The City of Clearwater is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The State of Florida has public records laws. Candidates are advised to be aware that all aspects of this recruitment are open to public records requests throughout the process.

