



CLEARWATER
BRIGHT AND BEAUTIFUL • BAY TO BEACH

THE CITY OF CLEARWATER, FLORIDA,
HUMAN RESOURCES DEPARTMENT
INVITES YOUR INTEREST IN THE POSITION OF

ASSISTANT CITY MANAGER

OUR VISION:

A community that thrives from Bay to Beach.

OUR MISSION:

Clearwater is committed to quality, sustainable, cost-effective municipal services that foster and sustain a healthy residential and economic environment.

Clearwater proudly celebrates the quality of our experiences, spirit and opportunities.

Jennifer Poirrier, City Manager



COMMUNITY BACKGROUND

The city of Clearwater extends from the Gulf of Mexico on the west to the expansive Tampa Bay on the east. It is a semi-tropical community of great natural resources and beauty, diversity of housing, an abundance of recreational opportunities of all kinds, in a safe and accessible environment.

From relaxing on our world-acclaimed, white sandy beaches to boating, dolphin watching to fishing, cheering on the Philadelphia Phillies during spring training to attending theater and concert events at Ruth Eckerd Hall, the Bilheimer Capitol Theatre or The BayCare Sound at Coachman Park, Clearwater offers a lifestyle for everyone. No better location can be found which places more of an emphasis on integrating career, community and lifestyle than the city of Clearwater.

Clearwater's quality of life is reflective of the people who live in it. Our vital, growing city has an active population of more than 120,000 citizens who are accustomed to high-quality services and resources, and who are active partners with the city through numerous neighborhood and community programs.

THE ORGANIZATION

The city of Clearwater is governed by a Council/Manager form of government with the City Manager, appointed by a five-member City Council, serving as the chief executive and administrative officer of the city, and is assisted in administration by two Assistant City Managers. The City Manager and two Assistant City Managers are supported by 21 operating departments with a workforce of 1800+ full time equivalents (FTEs) and an annual budget of \$725 million.

The objective of the City Manager's Office is to support the Mayor and City Council vision, mission, and strategic priorities to ensure that the city of Clearwater government provides the municipal services and infrastructure necessary for a high quality of life for all our citizens.



THE POSITION

The city is seeking an experienced, adaptive leader with exceptional strategic vision and community engagement experience to serve as the Assistant City Manager. The Assistant City Manager is an executive-level position appointed by and reporting directly to the City Manager and serves as an effective contributor to the Senior Executive Team. The Assistant City Manager will possess the power and authority to execute all powers and duties of the City Manager in the absence of the City Manager, as assigned. The newly appointed Assistant City Manager in the city of Clearwater will play a pivotal role during an exciting period of the city's growth. The Assistant City Manager will oversee a diverse portfolio of departments and strategic initiatives such as providing and promoting enhanced access to parks open space playfield areas; identifying economic development strategies for downtown, industrial and US19 districts; evaluating housing needs assessments and priorities; implementing the Parks & Recreation master plan; amending the community development code; implementing the newly-formed Community Redevelopment Agency for the historic North Greenwood and Old Bay neighborhoods; and activating the soon-to-be-opened Gateway Mercado project.

The Assistant City Manager will lead staff in coordination of the acquisition and disposition of over 20 acres of Pinellas County-owned real estate in downtown Clearwater as the county government contemplates its relocation to a more centralized location. This will be an opportunity to actively engage in urban redevelopment planning amounting to hundreds of millions of dollars in future development potential.

The Assistant City Manager will provide leadership and oversight to the Community Redevelopment Agency, Economic Development & Housing Department, Clearwater Public Library System, Parks & Recreation Department, and Planning & Development Department. Other departments may be assigned based on the strengths and experience of the respective candidate. Along with managing the overall operations of the assigned departments, the Assistant City Manager will perform a variety of administrative duties and responsibilities involved in the development and coordination of City programs and boards and provide highly responsible managerial support to the City Manager. The Assistant City Manager will attend and engage in all meetings of the City Council as well as represent the City Manager at various meetings, including interdepartmental, intergovernmental, various board and committee meetings, and civic group meetings.



THE POSITION (CONT.)

The successful Assistant City Manager candidate will have a track record of effectively leading competent staff, communicating a clear vision of service excellence, promoting community engagement, holding themselves and direct reports accountable, and committing to the organizational and community goals established by the City Council in the strategic plan. The successful candidate will be proficient in effectively listening to diverse stakeholders, balancing competing interests, finding effective solutions to challenges, and managing complex projects involving sensitive, significant, and sometimes controversial aspects. The ideal Assistant City Manager will have a broad knowledge of local, state, and federal laws, rules, and regulations applicable to community redevelopment agencies, economic development and housing, urban planning and design, building code plan review, permitting, and inspection process. The ideal candidate is a working manager who enjoys training, mentoring, motivating, and is well versed in engaging with employees, elected officials, the media, community members and groups, non-profits, and the business community.

QUALIFICATIONS

The successful Assistant City Manager candidate will have a bachelor's degree in public administration, political science, finance, or a field relating to the area of supervision – a master's degree is strongly preferred – and a minimum of five (5) years of executive-level experience in municipal government with progressively responsible professional duties. Proven experience with Economic Development, Planning and Development, and Community Redevelopment Agencies (CRAs) is highly desirable. Credentialed status with the International City/County Management Association (ICMA), and or the American Institute of Certified Planners (AICP) is preferred and highly desirable.

COMPENSATION

The target entry salary range for this position is \$149,415 - \$194,240, depending on qualifications. The city of Clearwater will provide the Assistant City Manager with a highly competitive benefits package.

HOW TO APPLY

Individuals interested in pursuing this career opportunity can apply online at MyClearwater.com/Jobs.

Candidates are encouraged to submit resumes and the names and telephone numbers of three (3) professional references and submit with the application.

The first review of applications will be conducted July 8.

CLEARWATER HUMAN RESOURCES DEPARTMENT

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For more information, visit the city's website at MyClearwater.com.

Clearwater is an Affirmative Action/Equal Opportunity/ADA Employer.
Under Florida Law, all resumes are subject to disclosure.



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