

*The City of*  
**PORT ORANGE, FLORIDA**



*invites your interest in the position of*

**CITY MANAGER**



# THE CITY OF PORT ORANGE — AN OUTSTANDING OPPORTUNITY

## PORT ORANGE, THE COMMUNITY

Port Orange is a city in Volusia County, Florida and is part of the Deltona-Daytona Beach-Ormond Beach, Florida Metropolitan Statistical Area. The community of Port Orange was established in 1867 on the banks of the Halifax River. Now home to over 57,000 residents, Port Orange was planned by choice, not by chance blending beauty and opportunity within its 29 square miles. From its tree-lined streets to its parks, Port Orange is the pride of Volusia County.

Port Orange is made up of some 150 distinct "neighborhoods", each with its own distinctive flavor. There are many parks and recreational facilities in Port Orange, offering its citizen's multiple sports leagues, enrichment classes, community events, educational opportunities, community parks and playgrounds, extreme sport facilities and a multitude of recreational experiences for area youths and adults. Port Orange also has various events and fairs throughout the year, including the Spring Fair, Concerts in the Park, Art Fest, Annual Holiday Parade and more.

One of the largest annual events in Volusia County is Port Orange Family Days held in October. This four-day festival takes place at the City Center Complex and focuses on celebration of family and quality of life in Port Orange. Family Days features a carnival, business and non-profit expo, children's games, parade, food court and entertainment. Port Orange also boasts a highly regarded development approach, making an investment in Port Orange a secure investment.

The spectacular weather, beautiful landscape and ample opportunities for fun makes Port Orange a great place to live, learn, work, and play.

The City of Port Orange is a full service City providing its own police, fire, emergency medical service, streets and parks maintenance, water, wastewater and reclaimed water services, storm water improvements, community development, code enforcement, planning and zoning, forest management, wetland mitigation and general administration. The City has approximately 400 employees and a Fiscal Year 2014-15 operating budget of \$91.6 million.

## ABOUT THE GOVERNMENT AND THE POSITION

The City of Port Orange operates on a Council-Manager form of government. The City Council consists of five (5) members, including the Mayor. Each Council Member is elected by all electors City-wide and represents the district in which he or she resides, and with the Mayor elected by all electors City-wide and represents the City at large regardless of the district in which he or she resides. The Council Members are elected to four (4) year staggered terms and may not serve more than three successive terms.

The City Council appoints the City Manager for an indefinite term by a two-thirds vote of all of the Council Members and may remove the Manager by a majority vote of all the Council Members.



As defined by City Charter, the powers and duties of the City Manager include:

- Appoint, and when he/she deems it necessary for the good of the City, suspend or remove all City employees and appointive administrative officers provided for by or under this charter, except as otherwise provided by law, this charter or personnel rules adopted pursuant to this charter. He/she may authorize any administrative officer who is subject to his/her direction and supervision to exercise these powers with respect to subordinates in that officer's department, office or agency;
- Direct and supervise the administration of all departments, offices and agencies of the City, except as otherwise provided by this charter or by law;
- Prepare the agenda and attend all Council meetings and shall have the right to take part in discussion but may not vote;
- See that all laws, provisions of this charter and acts of the Council, subject to enforcement by him/her or by officers subject to his direction and supervision, are faithfully executed;
- Prepare and submit the annual budget, budget message, and capital program to the Council in a form provided by resolution;
- Submit to the Council and make available to the public a complete report on the finances and administrative activities of the City as of the end of each fiscal year;
- Make such other reports as the Council may require concerning the operations of the City departments, offices and agencies, subject to his/her direction and supervision;
- Keep the Council fully advised as to the financial condition and future needs of the City and make recommendations to the Council concerning the affairs of the City;
- Sign contracts on behalf of the City pursuant to the provisions of appropriations resolutions;
- Perform such other duties as are specified in this charter or may be required by the Council.

Learn more by visiting the official site of the City of Port Orange at:

[www.port-orange.org](http://www.port-orange.org)

## THE OPPORTUNITY AND CHALLENGES OF THE IDEAL CANDIDATE

The City of Port Orange is seeking a talented Manager with unquestionable integrity and professionalism with the ability to build consensus and forge strategic partnerships both internally and externally. The new City Manager will be firm but fair, open and honest, and willing to challenge the status quo yet will make the hard decisions when necessary. The new City Manager should be politically astute, fiscally conservative and capable of communicating with the City Council frankly, openly and honestly. Port Orange is known for being an active and innovative City and the City Manager is expected to take an active role in community affairs with a passion for being in and a part of the City.

The ideal candidate will possess a collaborative, team-oriented management style; inspire individual and organizational excellence; and be fair, accountable and ethical while demanding accountability from his/her staff. The individual will value transparency, have exceptional interpersonal and communication skills and be a strategic planner and decision maker. In addition, the next City Manager will be outgoing, dynamic, diplomatic, and work effectively with the City Council, and other officials from other levels of government, as well as other external agencies and partners. The new City Manager must build and maintain alliances within the local business community, have the ability to reach out to the community for resources, including promoting and supporting public/private partnerships.

The new City Manager will possess excellent people skills and be a visionary who can communicate a clear and compelling vision that provides employees with a sense of direction and solicits broad support from key stakeholders. He/she will be a professional leader who is high energy, innovative, approachable, upbeat, organized and positive with the ability to establish trust.

In evaluating candidates for this position, the City Council will be looking for the ideal candidate to have the following characteristics and competencies:

- Working knowledge of finance, budgeting, and funding.
- Experience working with organized labor and union negotiations.
- Will "think outside the box" while being forceful and not afraid.
- Record of being a pro-active problem solver.
- Has demonstrated experience developing successful programs from policy direction.
- Strong service attitude.
- Knowledge and understanding of Federal Emergency Management Agency (FEMA) disaster preparedness and disaster recovery policies and procedures.
- Practical knowledge of public safety services including Fire Rescue, EMS, and Police.
- Technologically progressive in the delivery of service to the community and business community.



- Experience in/with Development, Redevelopment & Community Redevelopment Agencies (CRA).
- Up-beat, enthusiastic, and driven outlook about this position and the opportunity that is afforded the successful candidate.

## EDUCATION AND EXPERIENCE

The City Manager should possess a Bachelor's degree in Public or Business Administration, Finance, Civil Engineering or a related area. Preferred candidate would have at least seven years' experience in a city, midsize local government, as a private business owner, or in a Senior Executive private sector position. City, local government, or private sector experience should be with a local government or private sector organization that is comparable to or larger in size than Port Orange. A Master's degree with at least five years' experience may be substituted for a Bachelor's degree and seven years experience. Experience should include performance management, benchmarking, strategic planning, financial and budget skills. Experience in working with FEMA is desirable. The City Council will consider a satisfactory equivalent combination of education and experience.

## RESIDENCY

The City Manager will be expected to live within the City of Port Orange.





## COMPENSATION AND BENEFITS

While the starting salary is expected to be within a range of \$130,000 to \$150,000 annually, the City Council is committed to a starting salary that will be market competitive, depending on the experience and qualifications of the selected individual. In addition, the City Council expects to provide an excellent fringe benefit package to the successful candidate. Reasonable relocation expenses will also be provided to the successful candidate.

## HOW TO APPLY

A letter of interest and resume with a completed City application should be sent through the City's online hiring system, NEOGOV, on the City's website at [www.port-orange.org](http://www.port-orange.org) by the close of business, **May 29, 2015**.

**For additional information on this outstanding opportunity, please contact:**

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*Resumes are subject to the provisions of Florida Public Records Statute. The City of Port Orange, Florida, is an Equal Opportunity Employer. The City of Port Orange does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, political ideas, or disability in employment or in the provision of services.*