

***invites your interest in the***

 ***position of***

**CITY MANAGER**

**THE COMMUNITY**

Marco Island is located in southwestern Collier County WikiMiniAtlas along the [Gulf of Mexico](https://en.wikipedia.org/wiki/Gulf_of_Mexico) with the city of Naples to the north. The City is home to approximately 17,000 residents, a peak seasonal population of 40,000 and features six miles of beach and over 100 miles of waterways within the City’s 24 square miles. Marco Island has a [tropical wet and dry](https://en.wikipedia.org/wiki/Tropical_savanna_climate) or savanna type climate and is known for distinct wet and dry seasons, with most of the rainfall occurring between the months of June and October.

Marco Island was initially incorporated as Collier City in 1927; however, the City was abolished in 1957. Significant development followed in the 1960s that made Marco Island the tourist destination it is known as today. The S. S. Jolley Bridge opened for traffic in 1969 and Marco Island was reincorporated as a city in August 1997.

Marco Island continues to attract visitors from all over the world and its property is in high demand. Quality commercial structures were and continue to be built along with upscale residential homes, condominiums and hotels. Architectural standards help ensure quality development that promotes the unique quality and ambiance of Marco Island.

With about 1,700 remaining vacant lot*s*, new homes are constructed at a rate of about 200-300 each year. The recent trend has been the demolition of older homes with the replacement of larger residential structures. While homes and condominiums are considered to be expensive compared to most communities in Florida, there is a wide variety and price range for homes, condominiums and vacation rentals. The retail businesses, quality restaurants, superb hotel and conference facilities, quality neighborhoods, easy access to the Gulf of Mexico, and pristine environment are among the finest in the nation. The white sandy beaches along the bright blue Gulf of Mexico, combined with the warm winter climate, are among the reasons that residents and visitors call Marco Island "paradise."

**MARCO ISLAND GOVERNMENT AND THE CITY MANAGER POSITION**

Marco Island operates under a Council-Manager form of government pursuant to the City Charter adopted on June 17, 2002. The legislative authority is vested in a seven-member City Council elected from and representing the City at-large. The seven Council Members are elected in two tranches of four seats and three seats to staggered terms of four years. By Charter, no Council Member may serve more than two full terms or eight years.

The City Council appoints the City Manager and the City Attorney by an affirmative vote of five members and may remove either by an affirmative vote of four members. The City Charter states that the City Manager shall:

(1) Appoint, suspend, demote, or dismiss any City employee under the City Manager's jurisdiction in accordance with law, and may authorize any department head to exercise these powers with respect to subordinates in that department.

(2) Direct and supervise the administration of all departments of the City except the offices of the City Attorney.

(3) Attend all City Council meetings unless excused by the Council, and shall have the right to take part in discussions, but not vote.

(4) See that all laws, Charter provisions, ordinances, resolutions, and other acts of the Council subject to enforcement are faithfully executed, and perform such other duties as are specified in this Charter and the City Code.

(5) Submit the annual budget, budget message, and capital program to the Council and shall keep the Council fully advised as to the financial condition and future needs of the City, and shall make such recommendations to the Council concerning the affairs of the City as the City Manager deems appropriate. The City Manager shall promptly communicate to Council his/her reasonable expectation of any deviations of $250,000.00 (plus or minus) from an expenditure identified within the annual budget.

(6) Designate a qualified City employee to exercise the powers and perform the duties of City Manager during any temporary absence or incapacity of the City Manager. The Council may revoke such designation at any time and appoint another qualified person, other than a currently seated Council Member, to serve as acting City Manager until the City Manager returns or his/her incapacity shall cease.

(7) Appoint an employee to serve as City Clerk who shall give notice of public meetings, keep a journal of City Council proceedings, attest documents, and perform other duties as assigned.

Learn more about Marco Island by visiting:

[**www.cityofmarcoisland.com**](http://www.cityofmarcoisland.com)

**ABOUT THE CANDIDATE**

Marco Island is looking for an experienced, innovative City Manager with strong leadership, communication, and interpersonal skills. The successful candidate will provide exceptional leadership as he/she manages and/or oversees City projects and activities. Collaborative, results-oriented, committed to excellence should all describe Marco Island’s new City Manager, who will also use an engaging management style throughout the city government, with the community and City Council. The ideal candidate is a relationship builder with a passion for public service, who exercises a value system based on transparency and integrity that creates a high level of trust and confidence throughout the organization.

The City Council is looking for a manager with a high energy level, capable of operating with significant independence and initiative, and open to innovative problem solving solutions. An experience base that includes extensive proactive community interaction, and regional partnerships combined with a strong understanding of leveraged technology and general public management skills is essential. Experience with community involvement, economic development, strategic planning and staff management is highly desirable. The ideal candidate should also have verifiable experience working in an environment that is open, transparent and accountable to its citizens. Candidates must understand, appreciate and support diversity within the organization and community.

Marco Island and its citizenry are passionate about all aspects of their quality of life. The new City Manager must be approachable, available and able to relate effectively with all members of the City Council, city employees, and the Marco Island community. The successful candidate will have outstanding communication skills, be a leader who is inspirational and understand the need to keep the Council Members equally well informed with unfiltered information, readily sharing information and promoting transparency. The new manager will be comfortable telling the Council Members what they need to hear and not just what they want to hear. The successful candidate is someone who will represent the City at events within and outside the City and be visible in the community.

Candidates for this position should be capable of managing and directing a variety of City departments. Marco Island’s next City Manager must be able to mentor staff and promote professional development. He/She will be skillful in leading by example, building trust, developing consensus, and facilitating a positive team environment. He/She will empower staff to achieve mutually developed goals and objectives and will hold staff accountable for results.

The new City Manager of Marco Island will possess a Bachelor’s degree in Public Administration, Business Administration or a related area with substantive CEO or top level management experience in a municipal or county government; a Master’s degree, legal experience and private sector experience are all desirable. He/She should see Marco Island as a long-term commitment. The new City Manager will be a member in good standing or eligible for membership with ICMA.

The new City Manager will have the following **Knowledge, Skills, and Abilities:**

* Well versed with a working knowledge of Finance and Budgeting.
* Politically astute without being politically involved.
* Professional, consistent and impartial in dealing with staff, citizens and the City Council.
* Practical knowledge of public safety services including Fire Rescue and Police.
* Hands-on and practical knowledge of government owned Utilities and Sanitation services, including water quality knowledge.
* A demonstrated knowledge of economic development.
* Hands-on and practical knowledge of business retention and business development.
* Understanding of tourism and its impact on the community, as Marco Island is a year-round tourism destination for many.
* Knowledge and understanding of Federal Emergency Management Agency (FEMA) disaster preparedness and disaster recovery policies and procedures.
* A demonstrated ability to successfully work with other legislative bodies, elected and appointed officials; county, municipal, state and federal.
* Administrative management skills to work independently.
* Develop short and long term capital improvement plans, projects and budgets.
* Perform other reasonably related duties as assigned by the City Council.

**RESIDENCY**

The City Manager will be expected to establish residency within the city limits of Marco Island.

**COMPENSATION AND BENEFITS**

The expected starting annual salary for the successful candidate will be within the range of:

**$135,000 - $185,000**

The Members of the City Council are 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 a competitive fringe benefit package to the successful candidate. Reasonable relocation expenses will also be negotiable with the successful candidate.

**HOW TO APPLY**

For additional information on this outstanding opportunity, please contact W. D. Higginbotham, Jr., Senior Vice President, The Mercer Group, Inc. at 727-214-8673, WDHiggin@mercergroupinc.com

**Interested and qualified candidates should send a letter of interest and resume**

**electronically by 5:00 PM Eastern Time on October 6, 2017, to**

**W. D. Higginbotham, Jr.**

**Senior Vice President**

**The Mercer Group, Inc.**

**Email -** **WDHiggin@mercergroupinc.com**

*Resumes are subject to the provisions of Florida Public Records Statutes*

*Marco Island, Florida, is an Equal Opportunity Employer. Marco Island 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.*

**M** The Mercer Group, Inc.