

# **THE CITY OF PALATKA, FLORIDA**

*invites your interest in the  
position of*

## **CITY MANAGER**

### **THE OPPORTUNITY**

The City of Palatka is searching for a new City Manager. Serving as the City's chief administrator of the municipal government, responsible for carrying out the policies and programs determined by the elected City Council. He/She is responsible for all departments of the City. He/she will be an experienced, service-oriented and innovative professional. The ideal candidate will be a confident, strong, energetic, assertive, and ethically sound leader who can provide a renewed vision for the City. The City Manager will lead and manage by example, with the utmost integrity.

### **THE COMMUNITY**

Located along the beautiful St. John's river, Palatka is an enchanting rural community that features year-round sunshine and beautiful tidal marshes, along with quick access to world-famous beaches and several metropolitan areas.

Home to over 10,558 residents and occupies 7.5 square miles. Palatka is the principal city of the Palatka Metropolitan Statistical Area, which is home to 72,893 residents. Today it is the county seat of Putnam County, Florida.

The city is also home to St. John's River State College, St. John River Water Management District Headquarters and Ravine Gardens State Park.

The City of Palatka is known as a progressive community with new energy. The City proudly markets itself as the "City of Murals" The City is known as home of 25 murals depicting the culture and rich history of this beautiful city along the St. Johns river.

Palatka is also called the Gem of the St. John's river. Along the St. Johns River, boaters enjoy an aquatic wonderland that provides habitat for osprey, wood stork, bald eagles, largemouth black bass, alligators and manatee.

Ravine State Park, located just a few blocks from the St. John's River, features a 189-acre ravine with nature trails, an exercise course and picnic areas.

With the sandy beaches of the Atlantic Ocean just a short drive away, Palatka is an ideal setting for the water sports enthusiast. Swimming, surfing, fishing, boating, canoeing, kayaking and water skiing are all popular pastimes. Scuba diving in the crystal-clear natural springs, which are abundant in this region of Florida, is another popular recreational activity.

The name Palatka comes from the Timucuan Indian word Palatka, meaning "Crossing". In 1821, Palatka was established as a trading post. During the American Civil War, troops occupied the City. Post war, riverboats traveled the St John's river south and Palatka became the gateway to the interior.

In 1884 a fire devastated downtown Palatka destroyed many of the grand hotels and harsh winters froze the citrus industry, causing a decline in tourism and industry.

Today, Palatka has a historic downtown business district, a beautiful waterfront park and many historic and cultural sites. Palatka is home to many wonderful festivals and family events throughout the year. Most notably, the Florida Azalea Festival and the Blue Crab Festival. Palatka is an eco-tourism hub, proudly designated "Florida Trail Town" housing Florida's first nationally designated trail head."

Learn more by visiting the official site of the City of Palatka at:

[www.Palatka-FL.gov](http://www.Palatka-FL.gov)

or follow us via

**Facebook and Twitter**

## **THE ORGANIZATION**

A full-service City, Palatka has a total FY 2018/2019 budget of approximately \$33.1 million with approximately 143 full time and 12 part-time employees. The City is governed by a Commission-Manager form of government consisting of five elected officials; a Mayor and four Commissioners, all of whom as a body, establish legislative policies. All are elected at large and serve staggered, four-year terms. The Mayor is elected by the public. Elections occur in November of even numbered years. The City does not have term limits and it is not uncommon for Commissioners to serve multiple terms. The City Commission appoints the City Manager and the City Attorney. The City Manager serves as administrative head of the municipal government overseeing all departments and carries out the established legislative policies.

## **MISSION STATEMENT**

The City of Palatka employs a team of dedicated public servants in order to help meet the needs of our citizens. We are committed to continuous improvement in providing quality and economical public services in a meaningful, respectful and courteous manner. We are committed to continuous improvement in providing the highest quality and fiscally responsible economical services to the citizens of Palatka in order to improve the quality of life for the citizens and businesses that makes up our community.

## **THE POSITION**

The City is seeking a dynamic and proven leader, capable of strategic planning and directing the services of the City and coordinating efforts with the City departments within a complex, fast-paced and lean environment. He/she must be open, honest, respectful, loyal and customer service oriented with exceptional oral and written communication skills. He/she must be a creative problem solver who is able to identify key issues in complex situations, evaluate options, and initiate and implement resolutions. He/she must be a strategic and analytical thinker with courage to be a catalyst for continuous improvement.

## **THE QUALIFICATIONS**

- Minimum of Bachelor's degree from an accredited college or university, with a major in Public/Business Administration, management or a related field, Master's degree preferred.
- Five-seven (5-7) Years of progressively more responsible experience in public or private sector management.
- Engineering or Project Management experience a plus
- Member in good standing or eligible for membership with International City/County Management Association (ICMA).
- Prior management experience in politically complex situations.
- No prior disciplinary action during last 24 months of employment.
- Residency within city limits is strongly preferred; anyone moving from outside area will be requested to reside in the metropolitan statistical area, at a minimum.
- Valid driver's license with a satisfactory driving record.

## **THE IDEAL CANDIDATE**

The City of Palatka is seeking a City Manager with a demonstrated record of achievement in a comparable size city. The individual will be proactive, progressive, strong, energetic and hard-working visionary, who can think outside the box, visualizing possibilities where others see stumbling blocks. The manager will partner with the Commission to continue the City's progress.

He/She will keep elected officials informed equally. He/she will have an open-door policy with a high degree of integrity, honesty and value transparency. In the current media world, it will be important for the individual's conduct, both past and future, to be above reproach.

The new City Manager will have a wide array of skills:

- Visionary
- Analytical skills, in-depth knowledge and hands-on experience with Budget and Finance.
- Experience and good grasp of economic development.
- Knowledge and skills working with CRA.
- Grasp and good understanding of infrastructure projects and expenses.
- Communication and leadership in intergovernmental relations.
- Commitment to Accountability.
- Comfortable talking to corporate executives
- Will be visible in the community and accessible to residents and staff
- A patient listener, acting as a sounding board for both the elected officials and the staff.
- Will have had success in building consensus among elected officials.

## **COMPENSATION AND BENEFITS**

Salary negotiable dependent on qualifications and experience with a minimum starting salary of \$100,000.

## **HOW TO APPLY**

For additional information on this outstanding opportunity, please contact Dona Higginbotham, at 727-214-8673, [WDHiggin@mercergroupinc.com](mailto:WDHiggin@mercergroupinc.com) or visit [www.mercergroupincflorida.com](http://www.mercergroupincflorida.com)

**Qualified candidates are encouraged to send a letter of interest and resume electronically by the close of business Friday, August 16, 2019.**

**Dona Higginbotham  
Senior Vice President  
The Mercer Group, Inc.  
Daytona Beach Shores, Florida  
Email - [WDHiggin@mercergroupinc.com](mailto:WDHiggin@mercergroupinc.com)**

*Resumes are subject to the provisions of Florida Public Records Statutes  
The City of Palatka is an Equal Opportunity Employer. The City of Palatka 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.