



Village of Palmetto Bay Florida

The Village of Palmetto Bay, known as the “Village of Parks, is a vibrant community to more than 24,000 residents that emphasizes quality of life and quality of services. Palmetto Bay is the ultimate in small-town living with friendly citizens, sunny climate, beautiful surroundings and an open-door Village council that is progressive yet has retained its unique old Florida charm along with an urban sophistication.

Palmetto Bay offers a wide range of exceptional public and private schools, making it a First-Choice community for raising families and building businesses.

Palmetto Bay, located just west of Biscayne Bay, is a suburban village of 8.8 square miles incorporated in 2002 in Miami-Dade County, ideally located to offer residents and visitors easy access to natural, historical, and cultural attractions.

This fast-growing village has established an enviable balance between quality living and quality growth, carefully maintained through long-term planning and fiscal responsibility, community involvement, responsible leadership, respect for the environment and strong public and private support for business development.

Historical population		
Census	Pop.	%±
2000	24,469	
2010	23,410	-4.3%
Est. 2018	24,589 ^[2]	5.0%
U.S. Decennial Census ^[7]		

Palmetto Bay reflects the best of South Florida's past, present and future...



For more information on the beautiful and vibrant Village of Palmetto Bay, please visit:

<https://www.palmettobay-fl.gov>





About the Government

The Village of Palmetto Bay functions under a Council-Manager form of government. The legislative body of the Village is comprised of the Mayor, Vice-Mayor and three Councilmembers, each representing the three residential areas designated by the Village Charter.

The Village Council establishes and is responsible for enacting ordinances, adopting the Village budget, and

establishing policies for the operation of the Village government and delivery of municipal service. The administrative operations of the Village are executed by the Village Manager in accordance with the Council's directives.

The Village of Palmetto Bay employs 76 employees with a total budget of \$25,985,502. Fire and Police services are provided through Miami-Dade County. Palmetto Bay contracts out police services to Miami-Dade County Police Department under an agreement with Miami-Dade County and offers a variety of protection and outreach services to the Palmetto Bay residents, with the daily operations and administration of the Department overseen by the Village Commander.

About the Candidate

The Village Manager should possess a bachelor's degree in Municipal Management or related field, Master's degree preferred with three to five (3-5) years of municipal management experience as a City/Village Manager or Assistant City Manager in a city comparable in size as Palmetto Bay, Florida along with coastal and disaster experience will be a plus.

The Council expects the successful candidate to be a member in good standing or eligible with the International City/County Management Association (ICMA-CM preferred).

The Council will consider a satisfactory equivalent combination of education and experience.

Palmetto Bay is looking for a manager with integrity, 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 technology and general public management skills is essential. Experience with community involvement, downtown redevelopment, strategic planning and staff management is highly desirable.

The ideal candidate will be accessible, open, transparent and accountable to its citizens. Candidates must understand, appreciate and support diversity within the organization and community.

The successful candidate will have outstanding communication skills and understand the need to keep the Council, equally well informed, readily sharing information and promoting transparency. The new manager will be comfortable telling the Mayor and Council what they need to hear and not just what they want to hear.

Palmetto Bay is an involved community. The manager will need to have an open-door policy, be friendly, outgoing and with a sense of humor.

The Mayor and Council are looking for someone with a vision for the future of the Village, who will represent the Village, enjoy community involvement and become well known in the community and with the residents.

The Mayor and Council want a village manager who will build relationships with the elected officials, staff, the county, community and residents. They want transparency from the manager and no surprises. The new manager needs to be an excellent communicator and is willing to have both the easy and critical conversations face to face.

The ideal candidate will be someone who listens, is open-minded and does not arrive with preconceived ideas.

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

- Humility
- Integrity
- Good judgment
- Working knowledge of finance, budgeting, and funding
- Coastal and Disaster experience a plus
- Downtown Redevelopment
- Understanding of Land Use/Zoning principles.
- Record of being a pro-active problem solver.
- Collaborative approach and a team builder.
- Delegate rather than micromanage
- Demonstrated knowledge of Economic Development.
- Results-oriented with a commitment to excellence.
- A strong leader and good manager and know the difference between the two.
- Ability to build a good management Team.
- An understanding of and commitment to diversity in the organization.
- A demonstrated ability to successfully work with other legislative bodies, elected and appointed officials; county, state, federal and other agencies.

RESIDENCY

The new Village Manager will not be required to establish his/her residence inside the Village limits.

COMPENSATION AND BENEFITS

The starting salary is a base salary of \$175,000 annually.

In addition, the Village provides an excellent and generous benefit package to the successful candidate, including:

- Medical and Life Insurance.
- Dental and vision plans.
- Retirement plan
- Generous Annual Leave - Paid Time Off (PTO).

HOW TO APPLY

For additional information on this outstanding opportunity, visit www.MercerGroupIncFlorida.com

Letter of interest and resume should be sent to: DHHiggin@att.net

Closing Date: August 28, 2020 at 5pm EST

Resumes are subject to the provisions of Florida Public Records Statutes

The Village of Palmetto Bay is an Equal Opportunity Employer. Palmetto Bay 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.