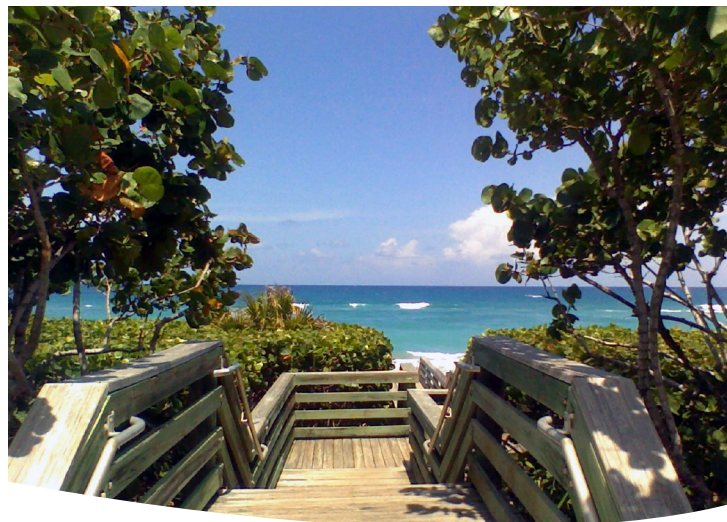


THE TOWN OF  
**JUPITER, FLORIDA**



INVITES YOUR INTEREST IN THE POSITION OF

**TOWN MANAGER**



— TOWN OF —  
**JUPITER**

# “UNIQUELY JUPITER”



Rich in beauty that celebrates its history, Jupiter has a tropical “small-town” feel packed with “big-city” benefits of cultural and historical attractions.

Located where Florida’s Gold Coast meets the Treasure Coast, the Town of Jupiter covers twenty-three (23) square miles with approximately 61,000 residents, who proudly call Jupiter home. Historically a fishing village, Jupiter is still well regarded as a place for avid fishermen and women.

Jupiter’s unique geographical location juts out into the Atlantic Ocean further than any other point on the Florida coast. Since 1550, ships have considered it an important stop when sailing to Central and South America. Many of the earliest New World explorers once passed by, and today the historic Jupiter Lighthouse is one of the area’s top attractions. Towering above the coast, the brick-red Jupiter Inlet Lighthouse overlooks the beautiful Loxahatchee River and Jupiter Inlet as one of the oldest and most iconic structures in The Palm Beaches area. Climb all 105 feet to the top for a gull’s-eye view of the coast; afterwards, head to local favorites for fresh-caught seafood and killer views (you can even arrive by boat).

Family-friendly and filled with activities and amenities for all ages, the Jupiter community embraces a dedicated commitment to quality of life. Jupiter’s Roger Dean Stadium is Spring Training home to both the Florida Marlins and the St. Louis Cardinals. Nearby Downtown Abacoa features specialty shops, sidewalk dining, weekly events, and live concerts. Florida Atlantic University Jupiter campus and Honors College as well as Scripps Florida call Jupiter home.

Jupiter is also home to stunning scenic vistas and an assortment of beautiful parks and pristine beaches nestled along its waterfront. In addition to the bounty of activities available to parkgoers, which include hiking/jogging, and water sports some of the best shelling in the country can be done in Jupiter. One of the “Uniquely Jupiter” aspects is that it has the only dog friendly beach in the County.

For more information:

Jupiter Florida - Things to Do & Attractions in Jupiter FL  
(visitflorida.com)  
<https://www.thepalmbeaches.com/explore-cities/jupiter>

## ABOUT THE GOVERNMENT

The Town of Jupiter operates under a Council-Manager form of government. The Town Manager is appointed by Council and serves as the chief administrative officer of Town government, directing all functions of the Town and activities of all Town departments. The Manager carries out the day-to-day operations of the Town and implements policies at the direction of the Mayor and Council. The legislative body of the Town is comprised of the Mayor and four Councilpersons. The Town Council develops the Town’s strategic vision and goals, focusing much of their attention on issues such as redevelopment, land use, traffic management and capital improvements.

### VISION

Jupiter is a distinctive coastal community committed to preserving its unique character and history and vibrant small-town feel.

### MISSION

We provide exceptional municipal services that add value to residents’ lives and businesses while assuring a long-term sustainable community.

The Town provides a full array of municipal services including Police, Code Compliance, Community Relations, Finance, Human Resources, Information Systems, Engineering, Parks and Public Works, Utilities (water and stormwater), Building, Business Development, Planning and Zoning, Recreation, and Neighborhood Services. The Town Council has created a Community Redevelopment Agency, whose governing board is one and the same as the Town Council. The Town Manager serves as the Executive Director of the CRA.

Currently the Town of Jupiter has three hundred eighty-five (385) full-time employees who provide services. The Jupiter Police Department with 118 sworn officers is represented through a collective bargaining agreement with the Palm Beach County Police Benevolent Association.

Jupiter’s FY 2022 adopted annual operating budget for all Town of Jupiter funds for the fiscal year ending September 30, 2022, totals \$135.3 million including debt service funds. This represents a \$26.4 million increase from the prior fiscal year total budget approval of \$108.9 million. The primary reason for the increase is due to over \$23 million in new capital spending, \$18 million of which is for the construction of a New Town Hall facility.

For additional information, please visit:

Jupiter, FL - Official Website | Official Website  
<https://www.jupiter.fl.us/Budget>  
[www.jupiter.fl.us/strategicplan](https://www.jupiter.fl.us/strategicplan)



## THE TOWN MANAGER POSITION

The Town of Jupiter offers a unique opportunity for an innovative, forward-thinking, enthusiastic, energetic, and experienced leader with excellent communication skills. The ideal candidate is fiscally conservative, proactive, passionate, and committed to engaging internal and external stakeholders. Demonstration of proven knowledge and experience in local government, and a management style that is adaptive to diverse audiences, are also important characteristics.

The ideal candidate for Town Manager will possess integrity, wisdom, intelligence, energy and be professional, progressive, and an effective communicator. The Town Manager should be a “Servant Leader,” by action and example who seeks to bring people together to foster a coordinated team. He/She will inspire staff to achieve true collaboration in order to meet mutually developed goals and objectives and hold staff accountable for results.

The successful candidate will have outstanding verbal and written skills, will understand the need for transparency and keeping the Mayor and Council well informed, sharing with the Mayor and Council what they need to hear and not just what they want to hear.

The Town Manager actively engages with the Council, senior leadership, and front-line staff with a collaborative management style. The Town Manager leads and supports a diverse staff of new and veteran employees in further developing an outstanding organizational culture that pursues excellence, continuous improvement, and the highest degree of customer service.

The Town Manager is a visionary, forward and strategic thinker who easily sees the big picture and long-term vision for the Town. A business acumen is a critical attribute for this position. The successful candidate represents Jupiter with humility and integrity, and effectively advocates for high quality, sustainable services. The Town Manager is a leader with an open mind and an awareness towards addressing high priority community needs. The ideal candidate demonstrates a record of sound decisions while maintaining the flexibility to meet the changing needs of the community.

Jupiter 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 which includes extensive proactive community interaction, and regional partnerships combined

with a strong understanding of technology and public management skills is essential. Experience with community involvement, redevelopment, strategic planning, and collaborative staff management is essential.

Jupiter is an involved community. The manager will have an open-door policy, be friendly, outgoing and with a sense of humor. The Town Manager must be a proactive manager and be visible and actively involved in the community, always with an eye toward maintaining what makes the community live up to its tagline of “Uniquely Jupiter”.

## Opportunities and Challenges

The new Town Manager will be tasked with addressing several challenges the Town is currently facing and implementing short-and-long-term strategic initiatives to improve livability and ensure sustainable growth and development. Some potential challenges and areas of opportunity are listed below:

- Balance the need for sustainable, measured growth while maintaining the “small-town” feel of Jupiter.
- Address growing traffic concerns, with a focus on implementing solutions to mitigate over-capacity roadways and on multi-modal transportation.
- Support the growing historic preservation and conservation movements in the community.
- Focus on redevelopment, with strategic targeted development.
- Maintain the high quality of life by focusing resources on development that fits into community goals.
- Work closely with the Jupiter Police Department to maintain community safety standards and develop services that utilize cutting edge, modern policing techniques and technology.
- Ensure taxpayer value and financial sustainability.
- Engage the municipal workforce and the community.
- Develop a sound succession plan and promotional opportunities by enhancing interdepartmental communication and collaboration and supporting employee engagement, appreciation, and recognition programs.

## ABOUT THE CANDIDATE

The Town Manager must possess a Master’s degree from an accredited institution in the field of public administration, political science, business administration, or another applicable related field with at least ten (10) years of progressively responsible municipal management experience as a City/Town/County Manager or Assistant in a city/town comparable in size to Jupiter, Florida or other governmental leadership role.

The Council expects the successful candidate to be a member in good standing or eligible with the International City/County Management Association.

The ideal candidate will be accessible, open, transparent, and accountable to its residents while following protocol and procedures. Candidates must understand, appreciate, and support the unique people within the organization and community that make the Town “Uniquely Jupiter.”

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

- Humility.
- Integrity.
- Good judgment.
- Demonstrated knowledge of business principles.
- Working knowledge of finance, budgeting, and funding.
- A demonstrated ability to successfully work with other legislative bodies, elected and appointed officials, county, state, federal and other agencies.
- Redevelopment.
- Understanding of Land Use/Zoning principles.
- Record of being a proactive problem solver.
- Collaborative approach and a Team builder.
- Delegate rather than micromanage.
- Results-oriented.
- A commitment to excellence.
- A strong leader and good manager and know the difference between the two.
- An understanding of and commitment to diversity in the organization.
- Understands and adheres to the role distinctions between Council members, the Town Manager, and staff.
- Has a “can do” attitude with a commitment to results and the ability to achieve them.
- Accessible and visible in the community.
- Holds self and others accountable for results.

### Residency

The new Town Manager will be required to establish his/her residence inside the Town limits.

### Compensation and Benefits

The starting salary is expected to be a minimum base of \$200,000 annually; however, the Mayor and 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 Town provides an excellent and generous benefit package to the successful candidate, including:

- Medical and Life Insurance.
- Dental and vision plans.
- Generous Leave package.
- Florida Retirement System.
- Car and cell phone allowance.

## HOW TO APPLY

For additional information on this outstanding opportunity, visit:

[www.MercerGroupIncFlorida.com/executive-recruiting](http://www.MercerGroupIncFlorida.com/executive-recruiting)

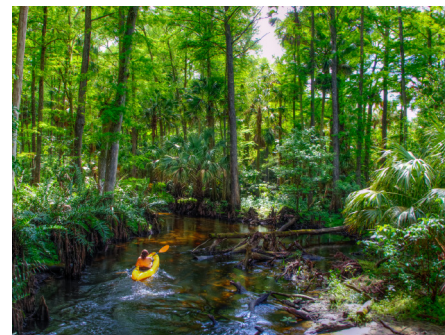
To be considered, candidates should apply by **March 11, 2022** by submitting a cover letter, comprehensive resume, with salary history to: **DHHiggin@att.net**

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

*The Town of Jupiter, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*



— TOWN OF —  
**JUPITER**



**Mercer Group Florida**

Consultants To Management