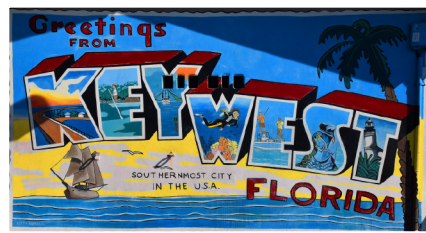


The City of  
**KEY WEST, FLORIDA**



**CITY MANAGER**

# KEY WEST — AN OUTSTANDING OPPORTUNITY



Four miles long and two miles wide, Key West is the southernmost point in the United States.

Discovered by Ponce de Leon Key West, or Cayo Hueso (Island of Bones) was named Las Martines and claimed by Spain in 1513. Throughout the history of the Florida Keys, the deepwater port of Key West attracted pirates such as Blackbeard and Jean LaFitte. Piracy in the Caribbean became such a problem that Commodore David Porter was dispatched to end it in 1822, using Key West as a home port. Wrecking and salvage became a principal occupation of the islanders.

In 1823 Key West was claimed a port of entry to the United States, the first customs house was opened, and the first Naval Depot was established to stop piracy in the area. The Marines came in 1824 and the Army came in 1831.

In 1828, Congress established the Superior Court of the Southern Judicial District of Florida at Key West, which allows salvage court to be held in Key West. This allowed for a growing salvage industry and increase in population of the island.

Key West was a sleepy town through the 1970's. The military came and went and came back.

Today, NAS Key West community proudly is home to service members and their families from the Navy, Marines, Air Force, Army, and Coast Guard, as well as civilian employees, foreign dignitaries, and retirees.

The 1990s saw much growth and development in the Keys and Key West. The once sleepy Duval Street is like a big city "downtown" with bars, tee-shirt shops and tourist shops intermingled with artists galleries, fine restaurants, and exclusive designer shops. The hustle and bustle of the "good times" is back. Approximately 26,000 people call Key West home according to the 2020 U.S. Census and 6,500 more are "snowbirds" or part-time winter residents.

Today, Key West thrives on tourism, which is also largely based on the bounties of the water.

Key West is the most popular destination in the Keys. With everything from gorgeous historical buildings (like Hemingway's Home) to lively nightlife and great food. Key West offers

fantastic boating, snorkeling, fishing, and other outdoor opportunities. But it's perhaps most proud of its quirkiness.

The City of Key West, often referred to as the "Conch Republic", is a vibrant community that emphasizes quality of life and quality of services.

For more information, visit:

<https://fla-keys.com/>

<https://keywest.com/>

## About the Government

The City of Key West operates under a Commission-Manager form of government. The City Manager is appointed by City Commission and serves as the chief administrative officer of City government directing all functions of the City and activities of all City departments with 484 dedicated employees. The City Manager carries out the day-to-day operations of the City and implements policies at the direction of the Mayor and City Commission. The legislative body of the City is comprised of the Mayor and six Commissioners, each representing the six Districts designated by the City Charter.

For additional information, please visit:

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

## The City Manager Position

The City of Key West offers a unique opportunity for an innovative, take-charge, forward thinking, enthusiastic, energetic, and experienced leader with excellent communication skills who is proactive, passionate, and committed to engaging internal and external stakeholders, demonstrates proven knowledge and experience in local government and a management style that is adaptive to diverse audiences.

The ideal candidate for City Manager will possess integrity, wisdom, intelligence, energy and be professional, progressive, and an effective communicator. The City 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 mutually developed goals and objectives and hold staff accountable for results.



The successful candidate will have outstanding verbal and written skills as well as understand the need to keep the Mayor and Commission, equally well informed, readily sharing information and promoting transparency, telling the Mayor and Commission what they need to hear and not just what they want to hear.

The City Manager actively engages with the Commission, senior leadership, and front-line staff. The City 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 a high degree of customer service.

The City Manager is a visionary, a forward-thinking and strategic thinker who easily sees the big picture and long-term vision for the City. A business acumen is a critical attribute for this position. The successful candidate represents Key West with humility and integrity, and effectively advocates for high quality, sustainable services. The City Manager is a leader with an open mind and eye 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.

Key West is an involved community. The manager will need to have an open-door policy, be friendly, outgoing and with a sense of humor. The City Manager must be a proactive manager and be visible and actively involved in the community

## About the Candidate

Key West 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 general public management skills is essential. Experience with community involvement, strategic planning, and staff management is highly desirable.

The ideal candidate will be accessible, open, transparent, and accountable to its citizens while following protocol and procedures. Candidates must understand, appreciate, and support the unique people within the organization and community.

## The Ideal Candidate

The successful candidate is a relationship builder who will exercise a value system based on transparency and integrity that creates a high level of trust and confidence with:

- Bachelor's Degree , Master's preferred from an accredited college or university with a major in Public Administration, Business Administration, Finance, or related field and
- Minimum of five (5) years of local government management experience, preferably at the Deputy Assistant City Manager of City Manager level in a comparable organization

- Member in good standing or eligible with the International City/County Management Association.
- Be fiscally conservative with strong financial management and planning skills.
- Be environmentally conscious.
- Sea level rise experience preferred.
- Affordable Housing experience preferred.
- Experience in disaster management/hurricane evacuation preferred.
- Experience with sustainable communities and tourism-based economy.
- Experience in collective bargaining and labor relations preferred.
- Lead quietly and collaboratively.
- Be an innovator and inspire others to excel.
- Be hands-on and detail oriented.
- Maintain positive community and intergovernmental relations.

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

- Humility.
- Integrity.
- Good judgment.
- Demonstrated knowledge of business principles.
- Displays a strong understanding of the impact of economic development and demonstrates the ability to bring the right type of economic development to the city.
- 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.
- Record of being a pro-active problem solver.
- Collaborative approach and a team builder.
- Delegate and empower rather than micromanage.
- 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.
- Understands and adheres to the role distinctions between the Mayor and Commission members, the City 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.
- An understanding of and sensitivity to the problems and concerns of the City; including sea level rise mitigation and affordable housing.





## Residency

The new City Manager will be required to establish residence inside the City limits within six (6) months of hire.

## Compensation and Benefits

The starting salary is expected to be a salary of \$215,000 annually; depending on the experience and qualifications of the selected individual.

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

- Medical, Dental, Vision and Life Insurance.
- Retirement plan.
- Deferred Comp plan.
- Generous vacation and holidays.
- Car and cell phone allowance.
- Relocation negotiable

## Timeline

Finalist candidates will be selected January 2023, with in-person interviews February 2023. Selected candidate will begin employment with the City of Key West April 1, 2023.

## 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, interested parties will submit a cover letter and comprehensive resume with salary history no later than **November 30, 2022** to:

**DHHiggin@att.net**

The City of Key West is an Equal Opportunity, Veterans Preference, and drug-free workplace employer. Applicants claiming veterans preference must submit a form DD 214 at the time of application.



**Mercer Group Florida**

*Consultants To Management*