



THE CITY OF SAFETY HARBOR, FL
INVITES YOUR INTEREST IN THE POSITION OF
CITY MANAGER

THE COMMUNITY

The city of Safety Harbor is a beautiful, quaint waterfront community on the west side of Upper Tampa Bay, just a short 30-minute drive from Tampa, St. Petersburg, and the Gulf of Mexico.

Spanning approximately 5.42 square miles, the city is home to an estimated year-round population of 18,304.

Safety Harbor is known for its serene, natural beauty. It offers picturesque parks, historic sites, and a charming downtown adorned with specialty shops, art galleries, and many dining options. Residents and visitors enjoy a variety of recreational activities, special events, and other amenities, making this a truly appealing community.

Safety Harbor is the home of the historic Espiritu Santo Springs, or “Springs of the Holy Spirit”, a natural mineral spring. Its waters were given this name in 1539 by the Spanish explorer Hernando de Soto, who was supposedly searching for the mythical “Fountain of Youth”.

Art lovers will want to delve into the city’s many cultural offerings at Safety Harbor Museum & Cultural Center. The Safety Harbor Art and Music Center is a great place to find musical performances and art workshops. The Syd Entel Galleries also brings the best of fine art and hand-blown glass to the Tampa Bay area.

There are many reasons Safety Harbor is attractive to businesses, residents, and visitors, including:

- An accessible government that is responsive to citizen needs and concerns;
- A quaint downtown that hosts a multitude of special events every month;
- A scenic harbor with over 3.5 miles of unobstructed views of the bay;
- Excellent schools and parks with many programs and activities;
- Outstanding amenities;



- A high rate of homeownership with stable property values;
- Safe, friendly neighborhoods that are ideal for raising children and for retirement;
 - A low millage rate;
 - A pro-business environment with an active Chamber of Commerce;
- A high rate of volunteerism and civic pride;
- Strong protections for preserving grand trees and other natural resources;
- A close proximity to urban amenities, including two international airports and exceptional healthcare options.

THE ORGANIZATION

The City of Safety Harbor operates under a Commission-Manager form of government. The Safety Harbor Commission has five (5) members consisting of a Mayor and four (4) City Commissioners elected at large to numbered seats on a nonpartisan basis. The Mayor is recognized as the political head of the municipality but is a member of the legislative body and does not have the power to veto legislative actions. The Mayor appoints a Vice-Mayor once a year.

The Commission provides legislative direction and is responsible for setting policy, approving the budget, and determining the tax rate. The City Manager is responsible for day-to-day administrative operations of the City based on the Commission's recommendations.

The City of Safety Harbor has approximately 188 FTEs, an adopted FY2023/2024 Total Budget of \$98.1 million, and a strong commitment to provide its residents with a full range of quality services.

The City's mission statement is “Safety Harbor strives to be a vibrant destination city with a unique quality of life - a city that is successful in balancing responsible, innovative growth with careful preservation of its small-town atmosphere, its quaint character, and its valued treasures.”

THE POSITION

The City Manager is appointed by and serves at the pleasure of the City Commission and serves as the Commission's chief advisor. Under the guidance of the Commission, the City Manager, as the chief executive officer, performs highly responsible management, administrative, and professional duties.

The City Manager plans, directs, organizes, and controls the City's daily operations, including the overall management of the City's human, financial, and physical resources to achieve municipal objectives, implementation of master plans, and operation of municipal programs in accordance with policies established by the City Commission, the City Charter, and City, State, and Federal laws, regulations, and guidelines.

The City Manager has administrative oversight of the City Attorney and provides visionary, innovative leadership, supervision, and general direction to the City Management Team (Community Development, City Clerk, Engineering, Finance, Fire, Human Resources, Leisure Services, Library, and Public Works), in an effort to achieve overall Citywide goals.

Additionally, the City Manager coordinates with intergovernmental contracted service providers, such as the Pinellas County Water Resources, the City of Clearwater Northeast Treatment Plant, and the Pinellas County Sheriff's Office, to ensure equitable program and service offerings.

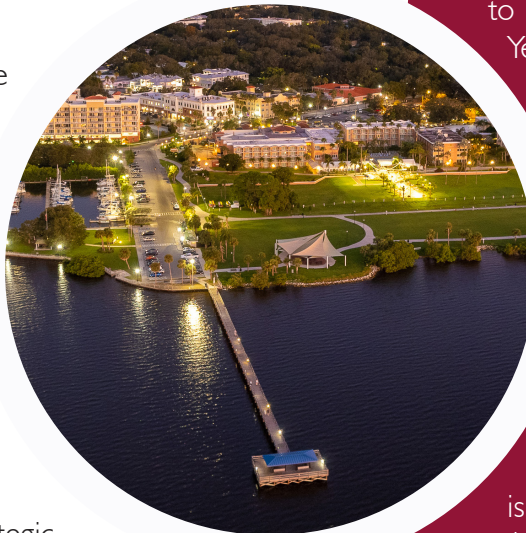
The long-term vision of Safety Harbor is guided by the City's;

- Visioning Process goals and directives;
- Updated Comprehensive Plan;
- Community Redevelopment Agency Master Plan; and
- City Commission's directives and priorities from their goal-setting workshops.

The City Manager continually reviews the long-term vision, along with input and ideas of residents, to work towards the most sustainable Safety Harbor for the future.

Duties and responsibilities of the City Manager include, but are not limited to:

- Directs the administration and development of the City's budget and Capital Improvement Plan.
- Oversees implementation of the strategic plan, goals, and objectives to meet operational needs of the City.



- Analyzes public service issues to improve City services.
- Effectively communicates with the City Commission, the community (residents and business owners), and employees.
- Prepares reports and memoranda regarding the administration and operations of the City.
- Performs operational oversight of all City Departments.
- Oversees the development of policies and procedures for the municipal organization.
- Carries out inter-governmental relations with other agencies.
- Responsible for the day-to-day operations of the City including resolving community issues and concerns, as well as maintaining an effective, proactive, and productive workforce.
- Performs other duties as assigned.

The City Manager's Office coordinates a multi-year City Commission goal-setting session to establish priorities. For Fiscal Year 2024, the focus continues to be on the budget, economic conditions, and continued service sustainability.

The challenge continues to be supporting growing levels of service while simultaneously holding expenses to a reasonable and sustainable level for current and future years. As such, the City Manager is expected to work closely with Department Heads to

identify opportunities and evaluate projects and revenues/expenditures to allow for the most efficient and sustainable use of the City's resources.

While the City has maintained a low millage rate for many years, the City Manager will be instrumental in working with the City Commission to find creative and innovative ways to balance fiscal constraints with the community's expectations for continued high-quality services.



IDEAL CANDIDATE

The City of Safety Harbor is seeking exceptional candidates for the role of City Manager. The ideal candidate will have a team-oriented, collaborative management style, be supportive of staff and the leadership team, and promote a culture of excellence, customer service, and accountability. The City Manager must be accessible and work effectively with citizens, elected and appointed officials, and other stakeholders to promote the City's initiatives and interests. The ideal candidate will also be personable, approachable, and have exceptional communication and interpersonal skills.

Requirements include a Bachelor's degree in public or business administration or a related field; supplemented by five (5) years of municipal management experience as a City Manager or Assistant City Manager; or an equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Members in good standing of the Florida City/County Manager Association (FCCMA) and/or the International City/County Management Association (ICMA), including an ICMA-Certified Manager is preferred.

According to the City Charter, the City Manager must reside in the City within one (1) year of their start date but may reside outside the city only with the approval of the Commission.

COMPENSATION

The successful candidate will receive a highly competitive salary with an excellent executive benefits package that considers the candidate's

qualifications and track record of career success.

TO APPLY

If interested in this outstanding opportunity, visit our website, www.srnsearch.com and apply online. The position is open until filled; the first review of resumes will begin on July 8, 2024.

Resumes will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references. References will be contacted only following candidate consent. Final interviews will be held with the City Commission. Candidates will be advised of recruitment status following the selection of the City Manager.

The City of Safety Harbor is an Equal Opportunity Employer, committed to a drug-free workplace. In compliance with the Americans with Disabilities Act, the City of Safety Harbor provides reasonable accommodations to qualified individuals with disabilities. In the event of an emergency, all employees are considered essential personnel and may be required to perform alternate duties. Questions regarding this recruitment may be directed to:

Ms. Renée Narloch, President
S. Renée Narloch & Associates
info@srnsearch.com 850.391.0000
www.srnsearch.com

In accordance with Florida's Public Records/Sunshine Laws, applications and resumes are subject to public disclosure.

