



S. RENÉE NARLOCH  
& ASSOCIATES  
PROFESSIONAL EXECUTIVE RECRUITMENT



THE CITY OF ST. PETE BEACH, FL  
INVITES YOUR INTEREST IN THE POSITION OF  
ASSISTANT CITY MANAGER



# THE COMMUNITY

The City of St. Pete Beach, known as the Sunset Capital of Florida, is a Gulf Coast barrier island community located in west-central Florida, close to St. Petersburg and Tampa Bay. The City has a land area of approximately 2.25 square miles and a year-round resident population of approximately 8,900.

St. Pete Beach is frequently recognized as a top beach destination and received a Travelers' Choice award in 2021 from TripAdvisor as the top-ranked beach in the United States. The city's beautiful white sand beaches, hotels, and historic resources attract tourists and visitors worldwide. The city has a heavy concentration of resorts, hotels, and other accommodations to support its robust tourism.

With miles of pristine beaches, year-round sunshine, and an abundance of recreational opportunities, parks, restaurants, and shopping venues, St. Pete Beach is one of the most enjoyable places to live and vacation. It offers a wide variety of concerts, art shows, and special events throughout the year. Additionally, there are many places to visit on the beach or along the downtown corridor, including the Gulf Beaches Historical Museum.

In addition to its permanent population, the City has also become a popular winter residence for people living in other parts of the United States, Canada, and Europe. Nearly 28% of the total residential homes and condominiums in St. Pete Beach are owned by people claiming primary residence elsewhere, reflecting a high volume of seasonal visitors.

Close to attractions in Orlando and even closer to the cultural and cosmopolitan attractions of St. Petersburg, Clearwater, and Tampa, St. Pete Beach strikes the perfect balance between those who want a casual, laid-back experience and the active attraction seeker.

St. Pete Beach residents enjoy access to the City's superior services in what is one of the



most beautiful, livable areas of the country. The City is committed to the quality of life of its residents and visitors, and ensuring people continue to enjoy safe, healthy, and attractive neighborhoods in this friendly beach community.

# THE AGENCY

The City of St. Pete Beach operates under the City Commission/City Manager form of government. The City Commission is composed of a mayor and four commission members and is responsible for enacting ordinances, resolutions, and regulations governing the City, as well as appointing the City Manager, the City Attorney, and the City Clerk.

The City strives to maintain its distinct sense of community values to foster an environment of innovation, resiliency, sustainability, and inspiration.

The City's mission is to be committed to ensuring an optimal quality of life for the community by protecting its beaches and family-friendly environment while being respectful of its history.

The City provides a traditional range of services, including fire protection and emergency medical services; maintenance of parks, streets, beaches, and infrastructure; planning and zoning; recreation services and amenities; library; wastewater collection; reclaimed water; and stormwater drainage management. Law enforcement is provided by the Pinellas County Sheriff's Office (PCSO).

The City has 141 FTEs and a total FY2024 Budget of \$85.5 million, which includes a General Fund of \$32.7 million.

# THE POSITION

The Assistant City Manager reports to and assists the City Manager in providing visionary and innovative leadership, effective supervision, and operational oversight for assigned departments. The Assistant City Manager acts as the City Manager in their absence.

Duties and responsibilities include:

- Provides operational oversight to assigned City departments ensuring goals and objectives are accomplished and interdepartmental coordination is maximized.
- Serves as a liaison between departments and the City Manager as assigned.
- Serves as the project manager for special activities as assigned by the City Manager; assists and monitors tasks assigned to departments; oversees and approves the selection, training, discipline, evaluation, redirection, safety, and status change of assigned department personnel.
- Assists the City Manager in the development of City policy and strategic planning.
- Resolves or assists in the resolution of citizen complaints brought to the attention of the City Manager; channels requests to the proper department or individuals for solutions.
- Prepares and recommends annual City Manager Department budget; analyzes public service issues to improve City services; approves payments for City purchases and other financial expenditures.
- Prepares complex analysis and written reports related to a broad range of City services.
- Communicates with City Council members, residents, employees, and the business community; may represent the City at public functions and other meetings; prepares reports and memoranda regarding the administration and operations of the City.
- Facilitates collaboration amongst all City functions and serves as key communicator representing the City Manager's Office to ensure trust and transparency are maintained internally and externally.
- Assists with other general management related items assigned by the City Manager.
- Possesses knowledge of City government management and administration, and methods and procedures for municipal administration.



- Maintains knowledge of municipal government and relationships to federal government structures. Knowledge of City financial reports, code of ordinances, administrative regulations, contracts, state statutes, personnel rules, labor contracts, actuarial reports, budgets, financial reports, and statements.
- Possesses knowledge of public administration, accounting, financial management, and applicable laws, regulations, and procedures.
- Maintains technical knowledge of fields relating to the various departments under his/her immediate supervision and knowledge of human resource and risk management.
- Able to develop and maintain effective working relationships with public officials, department administrators and directors, representatives of other organizations, and the general public.
- Possesses effective written and oral skills and the operational skills of personal computers and related software.
- Able to work regularly scheduled hours and additional meetings outside regular working hours.

## THE IDEAL CANDIDATE

The City is seeking an experienced, innovative Assistant City Manager with strong leadership skills and a collaborative, engaging management style. The ideal

candidate will have a general understanding of municipal finance and human resources best practices. Previous experience serving in a City Manager's office and/or as a department or division head is desirable, but not required. Strengths, skills, interests, and potential may be valued over experience for the right candidate.

Requirements include a bachelor's degree from an accredited college or university with a major in business or public administration or a related field, and a minimum of seven (7) years progressively responsible public sector management experience, with at least five (5) years in a management or supervisory capacity. A master's degree is highly desirable. Strong supervisory leadership, project management, writing, and planning/organizational skills are required. A Certified Public Manager (CPM) designation is preferred. A valid FL Drivers License is required.

## COMPENSATION

The salary range is \$123,286.00 - \$197,258.00, dependent upon qualifications, and is accompanied by a competitive benefits package. The State of Florida does not have a state income tax.



## TO APPLY

If interested in this opportunity with the City of St. Pete Beach, visit [www.srnsearch.com](http://www.srnsearch.com) to apply online. The first review of resumes will take place on November 11, 2024; the position is open until filled. 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 of St. Pete Beach. Candidates will be advised of the status of the recruitment following the selection of the Assistant City Manager. Questions regarding this recruitment may be directed to:

**Ms. S. Renée Narloch, President or  
Mr. Elliott Pervinich, Vice President**  
S. Renée Narloch & Associates  
[info@srnsearch.com](mailto:info@srnsearch.com) | 850.391.0000  
[www.srnsearch.com](http://www.srnsearch.com)

The City of St. Pete Beach is an equal employment opportunity employer, committed to a drug-free workplace, and abides by Florida Veterans' Preference. In the event of an emergency, all employees are considered essential personnel and may be required to perform alternate duties.

*Under Florida's Public Records/Sunshine Laws, applications and resumes are subject to public disclosure.*

