



CITY OF ATLANTIC BEACH, FL

POSITION OF CITY MANAGER

The Atlantic Beach Community

Atlantic Beach is a city of small-town charm, unique history -- and a community many are proud to call home.

History

Originally founded as a small seaside community in the late 1800s by Henry Flagler, builder of the Florida East Coast Railway, the City came to life when Flagler built the Mayport branch of the railway and erected a station just north of the former Atlantic Beach City Hall (now Adele Grage Cultural Center). In 1913, the railroad sold most of the land to the Atlantic Beach Corporation, headed by Ernest R. Beckett. The company began paving streets, installing lights and water and sewer lines. Atlantic Beach was incorporated in 1926 and went through various phases of development resulting in the attractive seaside community which now exists.

The City boundaries were extended in 1987 by annexation of the Seminole Beach area to the north and again in 1996 by extending the westerly boundary to the Intracoastal Waterway.

The City

Atlantic Beach is a mostly residential community whose citizens enjoy an enviable quality of life. The City of Atlantic Beach is located in Duval County in northeastern Florida and has become a well-developed and quiet destination (a “cul-de-sac city”) for families and visitors. The City is part of the Jacksonville Beaches, a group of three towns (along with Neptune Beach and Jacksonville

Beach) situated on the northern half of an unnamed barrier island and is considered to be one of the suburbs of the City of Jacksonville. Atlantic Beach is separated from the City of Jacksonville by the Intracoastal Waterway to the west, and bounded by the Atlantic Ocean to the east, and Hanna Park to the north. Approximately 3.5 of the City’s 13.0 square miles is land area with the remaining 9.5 square miles consisting of water. Much of the development in the City over the years has been residential, with single-family homes accounting for most of the developed land areas. The City is well-developed and is nearing build-out with less than 10 percent of the incorporated land area being undeveloped.

Recreation, Open Space and Cultural Opportunities

One of the key features of Atlantic Beach is that current and past City Commissions have been aggressive in acquiring and protecting land to be developed for recreational purposes. In 1994, the City acquired approximately eight acres along the



Intracoastal Waterway and with the use of grant funds, developed Tideviews Preserve as a passive park with trails, a boardwalk for viewing wildlife, canoe launch and picnic areas. In 1998, the City, in a joint venture with the City of Jacksonville, acquired a 27-acre island now known as Dutton Island Preserve. The island features a nature park with trails, a floating dock for launching kayaks and canoes, a fishing pier, camping sites and pavilions.

Residents and visitors now enjoy more than 65 acres of parkland on and near Dutton Island. The City also offers numerous additional parks throughout the community, along with cultural amenities such as the Adele Grage Cultural Center, which houses a community theater. In addition, various arts and entertainment opportunities can be enjoyed such as Arts in the Park, the North Beaches Art Walk, Shakespeare in the Park, Acoustics Nights and annual festivals such as the Dancin' in the Streets Festival. Numerous shops and dining venues abound in the City and along the beachfront with the Beaches Town Center or "The Corner" serving as a destination point for many area residents.

The City's Demographics

The 2010 Census indicated that Atlantic Beach's population was 12,655 residents, including 5,343 households and a population density of approximately 3,622 people per square mile. Population growth in the City has been fairly rapid for a small community, increasing from 6,132 in 1970. Homeowners make up about 67.4 percent of the city's population, with an average household size of 2.38. The racial makeup of the City was approximately 79.2 percent White, 10.8 percent Black or African American, 5.4 percent Hispanic and



Latino, 1.9 percent Asian and 2.7 percent Other. Persons living below the established poverty level was 8.4 percent.

Education

The City is served by the Duval County Public Schools system, the 20th largest in the nation, and offers a nationally recognized magnet program. Three Duval County Magnet High Schools are consistently ranked as some of the best in the nation, with one consistently in the top ten. All schools in the CDPS system are fully accredited by the the Southern Association of Colleges and Schools Council on Accreditation and School

Improvement, offering a wide variety of programs to its 128,702 students. County Magnet High Schools are consistently ranked as some of the best in the nation, with one consistently in

The City's Government and Services

The City operates under a non-partisan Commissioner-Manager form of government with a five-member actively engaged Commission whose members value transparency and the quality of life enjoyed in Atlantic Beach. Commissioners are elected under a staggered term system that ensures a degree of experience on the Commission at all times. The Mayor/Commissioner serves a two-year term and votes with the other Commissioners on all



matters brought before the City Commission and the remaining four Commissioners serve four-year terms. Regular meetings are held in the Commission Chamber twice a month. All Commission meetings and workshops are live-streamed for residents' viewing.

Atlantic Beach provides a full range of well-run and customer-friendly services, including water and sewer utilities. Fire and Rescue services are provided via contract with the Jacksonville Fire and Rescue Department. The City operates with a \$31.7 million Budget for Fiscal Year 2016-2017 and approximately 120 full-time employees. In 2016, the City lowered the millage to 3.2285. For more information on the City of Atlantic Beach, please visit www.coab.us.

The City Manager's Position

The City Manager is appointed by the Mayor and Commission and serves as the Chief Administrative Officer for the City at the pleasure of the Commission. Under the Commissioner-Manager form of government

adopted by the City of Atlantic Beach, the City Commission establishes policies for the City and it is the City Manager's responsibility to ensure that these policies are carried out.

The Manager ensures that the entire community is served effectively and efficiently by:

- Performing the duties specified in the City Charter, including working effectively with the City Clerk and the City Attorney;
- Providing direct management and oversight to the operations of the City, including all department heads and employees (except for the City Clerk and the City Attorney), to include the following departments: Building, Finance, Planning/Community Development, Human Resources, Information Technology, Police, Public Works and Recreation/Special Events;
- Overseeing the development and administration of the City's budget and ensuring the financial soundness and integrity of the City to ensure its capability to meet commitments and to maximize the delivery of services to citizens;
- Providing support to the Mayor and Commission, assisting Commission members with a variety of activities, providing leadership and information, as requested. Assisting Commission members in drafting policies, facilitating the development of City plans, regulations and ordinances. Attending City Commission meetings.
- Directing economic development and enforcing applicable laws and regulations, to provide a safe and sustainable community;
- Directing the review and analysis of issues and proposing legislative action, as deemed appropriate;
- Maintaining effective working relationships with officials of other governmental agencies to coordinate efforts and to ensure that the interests of the City are accurately and fairly represented in multiple forums;
- Executing agreements on behalf of the City;
- Keeping the public informed on City government activities, issues and legislation that affect City residents;

- Coordinating responses to business and citizen groups and individuals regarding various City needs and challenges. Meeting with citizens to review and resolve customer service issues;
- Engaging with, advising and providing leadership to civic organizations dealing with specific issues



affecting the City's welfare;

- Directing the promotion of positive and accountable employee relations; effective labor negotiations and associated activities.
- Keeping abreast of State and Federal legislation impacting the City and taking appropriate steps to ensure compliance;
- Providing leadership and direction for major projects and long-range capital programs;
- Ensuring that all City leases, contracts, permits and privileges are fully observed and properly enforced;
- Providing general supervision over all City property and equipment;
- Establishing, within City policy, appropriate service and staffing levels. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures. Allocate resources;
- Maintaining positive contact with community groups to represent the City. Develop community relations programs and policies. Properly represent the City to neighboring jurisdictions, governmental bodies, organizations and the news media;
- Communicating with federal, state and local officials and legislators to present the City's

viewpoint on pending administrative and legislative actions;

- Meeting with representatives of agencies and outside entities to negotiate formal and informal agreements between the City, state, and county governments and private interests as issues arise;
- Conferring with residents, taxpayers, businesses and other individuals, groups and outside agencies having an interest or potential interest in City affairs or concerns;
- Providing staff support to boards;
- Attending and participating in professional group meetings. Stay abreast of new trends and innovations in the field of public administration and management.

The ideal candidate is a strongly committed individual and strong generalist local government professional who has a positive record of achievement and a history of building constructive working relationships internally and externally. This candidate should possess and demonstrate the following attributes:

- Extensive experience reporting to a council, commission or board.
- An ability to establish and maintain positive and cooperative working relationships with citizens, the Mayor and Commissioners, employees, businesses, the news media and other government agencies. Provide effective leadership to build and maintain a positive team environment. Take policy direction from the Commission and lead staff to achieve tangible results. Communicate effectively, verbally and in writing, with diverse groups.
- Experience and ability to manage and oversee all City operations, including budgeting and finance, planning and land use, City utilities, public safety, emergency management, public works, human resources and all other City functions. Act as the City's business agent in the sale of property and other matters relating to City contracts, permits and leases.

- Understanding and experience implementing the principles and best practices of human resources management including fostering a productive work environment that strives for excellence.
- Demonstrated track record of proactive community engagement.
- Dedication to the principles of public involvement and consensus-building among diverse community interests while ensuring tangible outcomes.
- Demonstrated ability to navigate major conflicts on controversial community issues between diverse interests.
- Experience in effectively working with elected commissions and boards, including fostering an environment of effective, honest and open communication. Judgment and ability to effectively keep Commissioners informed of issues related to the City. An ability to provide clear and complete information on policy options.
- Demonstrated ability to facilitate effective community conversations on long-term economic and community development issues, particularly amid strong and varied opinions.
- Strong negotiation and collaboration skills to work with a variety of area partners, including key public and private entities, on policy matters important to the City.
- Significant experience in public management along with private-sector collaboration to enable effective support of the business community and engagement in economic development.
- A demonstrated ability in public and media relations including using the web and social media for communications and messaging.

City of Atlantic Beach, Florida City Manager Position Profile Position Requirements

Position Title: City Manager

Reports to: City Commission

Reporting to this Position: Department Heads

Job Summary

The City Manager is appointed by the City Commission and serves as the Chief Administrative Officer of the City of Atlantic Beach. In partnership with the City Commission, the City Manager is responsible for the success of the City of Atlantic Beach and promotes its quality of life. In doing so, the City Manager will develop and foster positive relationships, create an environment of trust and credibility, enhance community engagement and focus on efforts to carry out the mission, vision and goals established by the City Commission.

The City Commission delegates responsibility for management and day-to-day operations of the City to the City Manager, and he/she has the authority to carry out these responsibilities in accordance with the City charter and ordinances, as well as with direction from the City Commission. The City Manager is expected to exercise a high degree of independence, initiative and professional expertise in the administration and day-to-day management of the City in accordance with policy established by the City Commission, the City Charter and Ordinances, City, State and Federal laws, regulations and guidelines. An important aspect of this position is the high profile as the City's chief administrative officer and the overall responsibility for all City Departments, including Public Safety, Public Works, Building, Planning and Community Development, Recreation and Special Events, Finance, Human Resources and IT.

Accountabilities

1. Mission, Policy and Planning

- a) Helps the City Commission determine the City's values, mission, vision and short- and long-term goals.
- b) Helps the Commission monitor and evaluate the City's relevancy to the community, its effectiveness and its results.
- c) Keeps the Commission fully informed on the condition of the City and on all important factors influencing it.
 - Identifies problems and opportunities and addresses them; brings those which are appropriate to the Commission and/or its boards/committees; and facilitates discussion and deliberation.
 - Informs the Commission about trends, issues, problems and activities in order to facilitate policy-making. Recommends policy revisions.
- d) Keeps informed of developments in all aspects of municipal management and operations.

2. Management and Administration

- a) Provides general oversight of all City activities, manages the day-to-day operations and assures a smoothly functioning, efficient organization.
- b) Assures program quality and organizational stability through development and implementation of standards and controls, systems and procedures and regular evaluation.
- c) Assures a work environment that recruits, retains and supports quality staff. Assures successful process for selecting, developing, motivating and evaluating staff.
- d) Recommends staffing and financing to the Commission. Ensures that appropriate salary structures are maintained and updated.
- e) Specifies expectations and accountabilities for Department Heads and evaluates performance regularly.

3. Governance

- a) Works with the Mayor and Commissioners to enable the Commission to fulfill its governance functions and facilitates the optimum performance by the Commission, its boards and committees and individual Commissioners.
- b) Assists in focusing the Commission's attention on long-range strategic issues.
- c) Manages the Commissions' due diligence responsibilities to assure timely attention to core issues.

4. Finance

- a) Oversees the fiscal activities of the organization including budgeting, reporting and audits.
- b) Works with the Commission to ensure financing to support short- and long-term goals.

5. Community Relations

- a) Facilitates responsiveness to the Community by using effective marketing and communications policies and strategies.
- b) Listens to the members of the Community in order to improve services and quality of life.
- c) Initiates, develops and maintains positive and cooperative relationships with key constituencies.

6. Physical Demands/Working Conditions:

- a) This is a high-stress position based on full responsibility for City of Atlantic Beach operations. Handles detailed, complex concepts and problems, balances multiple tasks simultaneously, and makes rapid decisions regarding administrative issues.
- b) Plans and implements programs. Establishes strong and appropriate relationships with the Mayor, Commissioners, committee and board members, staff, residents, businesses and vendors. Develops smooth and constructive relationships with executive colleagues, outside agencies organizations and individuals.
- c) Plans and meets deadlines. Maintains a flexible work schedule to meet the demands of executive management. Hours may be long and irregular.
- d) Conveys a professional and positive image and attitude regarding the City of Atlantic Beach, its staff, and the Commission. Demonstrates commitment to continued professional growth and development.

7. Qualifications:

- a) A Bachelor's Degree, preferably in Public Administration or a directly related field, from an accredited college, is required, but a Master's Degree in Public Administration or a directly related field is preferable.
- b) Not less than five (5) years of experience as a city, municipal, county or state government administrator in at least a chief or assistant chief administrative officer capacity.
- c) Residency within the City of Atlantic Beach is required within a negotiated period of time.

Compensation and Benefits

The salary for the position is negotiable, based on qualifications and experience. Benefits include participation in Atlantic Beach's defined contribution 401(a) retirement plan, vacation and sick leave, group life insurance, deferred compensation, medical, dental and vision insurance, disability insurance, use of municipal vehicle, professional dues and conference expenses.

Application and Selection Process

To apply for this position, send a cover letter, résumé, COAB application, salary history and five (5) work-related references no later than April 7, 2017, to

Catherine Berry, Esq.
Director of Human Resources
City of Atlantic Beach
800 Seminole Road
Atlantic Beach, FL 32233
E-Mail: cberry@coab.us

Applications accepted by e-mail or US mail.

Disclosure: All applications are subject to disclosure upon receipt under the Florida Public Records Act. Veteran's preference will be awarded under applicable Florida Law. The City of Atlantic Beach is an Equal Opportunity Employer (Women and Minorities are encouraged to apply). The City of Atlantic Beach is a tobacco free workplace. Candidates must affirm that they have not used tobacco products within the last year.



CITY OF ATLANTIC BEACH

800 SEMINOLE ROAD
ATLANTIC BEACH, FL 32233-5445
TELEPHONE: (904) 247-5890
FAX: (904) 242-3498
http://www.coab.us

EMPLOYMENT APPLICATION

AN EQUAL OPPORTUNITY EMPLOYER

The City of Atlantic Beach is an equal employment opportunity employer. The City, in its employment practices, does not discriminate on the basis of race, color, age, creed, religion, sex, national origin, disability, marital status or other classification prohibited by State or Federal Law. No information should be given in this application which would violate State or Federal Law. The City supports a drug free work place. Drug testing is conducted.

Position applying for: _____ Date: _____

GENERAL INFORMATION
(You may attach additional information)
(Please Print)

1. Name: _____
Last First Middle Nickname

2. Address: _____
Street City State Zip Code

3. Home Phone Number: () Work () Cell ()
Email address (optional): Home Work

4. Have you ever been employed by Atlantic Beach? () Yes () No If Yes, give dates: _____

5. Are you eligible to work in the United States? () Yes () No
(Verification will be required before employment)

6. Are you over the age of eighteen? () Yes () No

7. Have you ever been convicted of a crime? If so, please explain on a separate sheet and attach the type of crime, date of conviction, and penalty. () Yes () No

8. Have you ever been defended, or convicted, in a civil case for intentional wrongdoing? () Yes () No
If so, please explain on a separate sheet and attach the nature of the wrongdoing and the outcome of the case.

9. If selected for employment, when would you be available to start work? _____

10. Do you have any relatives working for Atlantic Beach? () Yes () No

If yes, give name(s) and relationship(s): _____

11. If position requires driving, please provide your driver license number and state:
License Number _____ State: _____

12. Do you use or have you used tobacco products within the past twelve months? () Yes () No

EMPLOYMENT HISTORY

List for the past ten (10) years, starting with the most current.

Present Employer: _____ Date of Employment: From _____ to: _____
Address: _____ Title/Position Held: _____
Phone: (____) _____ Supervisor's Name: _____ Pay Rate: _____
Describe Duties: _____ May we contact? _____

Reason for Leaving: _____

Prior Employer: _____ Date of Employment: From _____ to: _____
Address: _____ Title/Position Held: _____
Phone: (____) _____ Supervisor's Name: _____ Pay Rate: _____
Describe Duties: _____ May we contact? _____

Reason for Leaving: _____

Prior Employer: _____ Date of Employment: From _____ to: _____
Address: _____ Title/Position Held: _____
Phone: (____) _____ Supervisor's Name: _____ Pay Rate: _____
Describe Duties: _____ May we contact? _____

Reason for Leaving: _____

Prior Employer: _____ Date of Employment: From _____ to: _____
 Address: _____ Title/Position Held: _____
 Phone: (____) _____ Supervisor's Name _____ Pay Rate: _____
 Describe Duties: _____ May we contact? _____

 Reason for Leaving: _____

EDUCATION

1. Circle last year of school completed: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 18+
2. Highest degree obtained: _____
 Name and address of school or GED authority: _____

3. Other formal training: _____

4. Professional licenses, certifications, and/or equipment you can operate: _____

REFERENCES

(No family or former employers)

1. Name: _____ Title/Business: _____
 Phone: (____) _____ Address: _____

2. Name: _____ Title/Business: _____
 Phone: (____) _____ Address: _____

3. Name: _____ Title/Business: _____
 Phone: (____) _____ Address: _____

MILITARY SERVICE

1. Have you served in the U.S. Armed Services? () Yes () No Branch: _____
2. Do you claim Veteran's Preference under Florida Statute 295.085 for Item 3 Service ? () Yes () No

JOB DESCRIPTION

1. Are you able to perform all the essential job functions as listed on the job description? Yes No

2. If no, list those that you are unable to perform: _____

3. Are there any accommodations that could be made which would allow you to perform the essential functions listed above? Yes No If yes, please indicate: _____

APPLICANT'S STATEMENT

Note: Applicant will not be hired until the applicant has completed and signed as required below.

I certify that the foregoing answers are true and correct to the best of my knowledge. **I hereby authorize** the investigation of all statements contained in this application, to interview the references and previous employers listed in this application, to conduct a record check on my background to include but not be limited to the following: criminal and driving check, employment and performance records and education records, and the release of all, and any, records or other information requested by the City of Atlantic Beach or its authorized representative.

I authorize the references, current and previous employers, any school or other educational institution, or public agency to give the City all facts, opinions and evaluations concerning my previous employment and any other information they may have, personal or otherwise, and **I hereby release** all such parties from any liability which may allegedly arise from furnishing such information to the City, including, but not limited to, any liability for defamation or invasion of privacy.

I understand that any false or misleading information or omission of facts requested in this application or interview may remove me from further consideration for employment. In addition, if employed, any false or misleading statement or omission of fact called for in this application may be cause for subsequent dismissal at any time without any previous notice.

I understand that this application is completed for the position indicated on the front page and that it will be necessary to reapply for other positions when they become available.

I understand that no supervisor or other representative of the City other than the City Manager has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement.

I understand and voluntarily agree as a condition of employment, or continued employment, that I may be requested by the City to submit to a urinalysis or other drug screen test and that my failure to take such test(s) when requested to do so or unsatisfactory test results will disqualify me from consideration for employment, or if I am then employed, may result in my immediate dismissal.

If employed by the City of Atlantic Beach, **I agree** to abide by its policies, rules and regulations.

I understand and agree that my employment is at-will, and therefore, my employment and compensation can terminate, with or without cause, at any time, at my option or the option of the City of Atlantic Beach.

I further understand and agree that this at-will employment relationship will remain in effect throughout my employment with the City of Atlantic Beach, unless it is modified by a specific written employment contract for a special duration which is signed by the City Manager and me. This at-will employment relationship may not be modified by any oral or implied agreement.

I certify that I have read, understand, and agree with the above.

Applicant's Signature

Date

The Equal Employment Opportunity Commission (EEOC) requires organizations with 100 or more employees to complete an EEO-1 report each year. **Completion of this data is VOLUNTARY and will not affect your opportunity for employment or terms or conditions of employment.** This form will be used for EEO-1 reporting purposes only and will be kept separate from all other personnel records only accessed by Human Resources Department.

Name (optional) _____ Date: _____

Position applied for: _____ Sex: () Male () Female

RACE/ETHNICITY:

(Please check one of the descriptions below corresponding to the ethnic group with which you identify.)

<input type="checkbox"/>	Hispanic or Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
<input type="checkbox"/>	White (Not Hispanic or Latino)	A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
<input type="checkbox"/>	Black or African American (Not Hispanic or Latino)	A person having origins in any of the black racial groups of Africa
<input type="checkbox"/>	Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)	A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.
<input type="checkbox"/>	Asian (Not Hispanic or Latino)	A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
<input type="checkbox"/>	American Indian or Alaska Native (Not Hispanic or Latino)	A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.
<input type="checkbox"/>	Two or More Races (Not Hispanic or Latino)	All persons who identify with more than one of the above five races.

DISABILITY/VETERAN STATUS:

(Please check all that apply)

<input type="checkbox"/>	Disabled	Anyone having any physical or mental impairment which substantially limits one or more major life activities.
<input type="checkbox"/>	Special Disabled Veteran	(1) Any veteran entitled to VA-administered disability compensation for a disability rated at 30% or more, or rated at 10-20% where the VA has determined the veteran to have a serious employment handicap; or (2) Any veteran who was discharged or released from active duty because of a service-connected disability.
<input type="checkbox"/>	Vietnam Era Veteran	Who served on active duty in the U.S. Military for a period of more than 180 days and who was discharged with other than a dishonorable discharge, if any part of such active duty was performed (a) in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or (b) between August 5, 1964 and May 7, 1975, in all other cases; or (2) Anyone who was discharged from active duty in the U.S. military for a service-connected disability if any part of such active duty was performed (a) in the Republic of Vietnam between February 28, 1961 and May 7, 1975 or (b) between August 5, 1964 and May 7, 1975 in any other location.
<input type="checkbox"/>	Newly Separated Veteran	Any veteran who served on active duty in the U.S. Military, ground, naval, or air service during the one-year period beginning on the date of such veteran's discharge or release from active duty.
<input type="checkbox"/>	Other Protected Veteran	Any veteran who served on active duty during a war or in a campaign for which a campaign badge has been authorized.

I do not wish to respond to this disclosure