



S. RENÉE NARLOCH  
& ASSOCIATES  
PROFESSIONAL EXECUTIVE RECRUITMENT



CITY OF TALLAHASSEE, FL  
INVITES YOUR INTEREST IN THE POSITION OF  
CITY MANAGER

## THE COMMUNITY

Home to an array of museums, attractions and unique experiences, Tallahassee shares a deep-rooted history and culture with unparalleled natural beauty and outdoor recreation. A fusion of cosmopolitan flair and charming personality defines the spirit of Florida's Capital City—where it all comes together for both visitors and residents. Located in the Panhandle of Florida, Tallahassee is a place where college town meets cultural center, politics meets performing arts, and history meets nature—a place where the vibrancy of what to do is matched only by the City's inviting hospitality.

The City is the county seat of Leon County and the only incorporated municipality within the County. Located only 25 miles from the Gulf of Mexico, the City covers approximately 103 square miles.

Tallahassee played a significant role in the history of Florida, as well as in American history. The City was incorporated in 1825 following a decision by the Florida Legislature to locate the capital of the new Florida Territory midway between the population centers of St. Augustine and Pensacola.

Today, Tallahassee is home to Florida State University, Florida Agricultural and Mechanical University, Tallahassee Community College, and seven post-secondary/private post-secondary schools. The educational community includes multiple premier research and educational institutions which attract people worldwide.

A historic, vibrant, and naturally beautiful city, Tallahassee fosters a strong sense of community. Shaped by the influence of state government, several major universities and colleges, a healthy business community, and an active and diverse citizenry, Tallahassee offers an exceptional quality of life including a stable economy and a low cost of living.

## THE ORGANIZATION

The City of Tallahassee has a Commission-Manager form of government. The City Commission



is the governing body of the City and consists of the Mayor and four Commissioners. The Commission sets policy and rules by which the City is operated, approves the operating budget, establishes City goals and target issues, and sets city tax rates. The Commission appoints four officials to administer the duties of the City: City Manager, City Auditor, City Attorney, and City Treasurer-Clerk.

The Mayor and City Commissioners are elected at-large and serve four-year terms. The terms of office are staggered, with elections held in even-numbered years (two seats during Presidential election cycles, and two others - plus the Mayor - in mid-term election cycles). The Mayor is considered a "Leadership Mayor" whose role includes presiding at City Commission meetings, serving as the ceremonial head of the government, serving as the official head of the City for civil processes, and executing legal documents. The Mayor has no veto power and represents one vote on the City Commission.

The City is a full-service city with approximately 2,851 full-time staff and an FY2019 proposed annual operating and capital budget of approximately \$900 million. The City is stable and has an AA+ rating from Fitch bond rating agency. The City also has a Community Redevelopment Agency (CRA).

The City provides a full range of municipal services to its citizens. These services include public safety (police and fire), construction and maintenance of streets and sidewalks, stormwater management, parks and recreation, public improvements, planning and zoning, and general administrative services. In addition, the City owns and operates ten enterprise funds which include an international airport, a bus system, a golf course, a solid waste collection system, four utilities (an electric generation transmission and distribution system, a natural gas distribution system, a water production and distribution system, and a sewage collection and treatment system), and a stormwater system.

The vision of the City Tallahassee is to foster a strong sense of community, cherish the City's natural beauty and natural environment, and ensure economic opportunities for all citizens. Its mission is to provide excellent services and facilities to support a high quality of life for the community.

The City of Tallahassee's core values include Customer Service; Leadership and Personal Responsibility; Employee Excellence; and Teamwork. The City has a collaborative, solutions-oriented culture with a strong emphasis on customer service.

Recent Commission priorities include public safety, economic development, the expansion of affordable housing options, infrastructure improvements and quality of life for citizens. Other priorities include implementation of an Urban Forest Master Plan; enhancements at the Tallahassee International Airport; downtown/urban core growth; undergrounding of electric utilities; and other infrastructure investments to support economic development efforts.

The new City Manager will be charged with improving efficiency and effectiveness of the City operations through additional program consolidations; insourcing/outourcing various tasks and activities; employee benefits cost-sharing initiatives; updating fee-based services; and other productivity measures.

The City has worked diligently to ensure the organization is operating at maximum efficiency levels and, as such, has gone through reorganizational efforts to achieve the highest level of service delivery in the most cost-effective manner possible. The agency assessed service delivery across the organization, identifying areas where realignment of work functions could accelerate service delivery, along with applied technology and innovation.

## THE POSITION

The City Manager serves as the chief executive officer and is responsible for executive management and oversight of citywide operations and carrying out commission policies and directives. The City Manager attends Commission meetings, makes recommendations to the Commission, and keeps the Commission equally and fully advised on matters of the City, including its financial condition. The City Manager provides general leadership, direction, guidance, and management to City departments through one Deputy City Manager, three Assistant City Managers, and several



Department Directors. In addition, the City Manager is responsible for facilitating the City's goals and objectives, preparing the City's annual budget, overseeing collective bargaining with public safety personnel and coordinating the City's efforts to accomplish cost savings and increased efficiencies.

The new City Manager must have exceptional leadership skills, along with a collaborative, team-oriented management style. A visionary with business acumen and solid financial and budgetary skills is sought. Originality, resourcefulness, initiative, and ingenuity are highly desirable characteristics.

The City Manager will promote a positive, supportive work environment; mentor, develop, and empower staff; and embrace a culture that encourages, recognizes and rewards excellence. The ideal candidate will be open, honest, fair, and ethical. Candidates who are approachable, pleasant, and self-motivated are sought. Excellent interpersonal and communication skills are essential. The City Manager must be politically sensitive, diplomatic, and respectful of others while taking a creative approach to solving challenges and resolving differences.

Requirements include a Bachelor's degree with an emphasis in Public or Business Administration and at least ten (10) years of senior management experience in public administration, preferably with a municipality of similar size and complexity; a Master's degree is preferred. An equivalent combination of education and experience which incorporates the required skills, knowledge and abilities may be considered. The ideal candidate

should also have experience in utilities, strategic planning, performance measurements, negotiations, and budgeting for outcomes.

## COMPENSATION

The salary range is open, dependent upon qualifications. The starting salary will be based upon the knowledge and experience of the individual selected. The City offers an attractive benefits package. The City does not participate in the Florida Retirement System (FRS), but has a defined benefit pension plan with five (5) year vesting. The State of Florida does not have a state income tax.



## TO APPLY

If interested in this outstanding opportunity, please visit our website at [www.srnsearch.com](http://www.srnsearch.com) and apply online. The first review of applicants will take place on August 17, 2018; position is open until filled.

Résumés 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 Tallahassee. Candidates will be advised of the status of the recruitment following the selection of the City Manager.

Questions regarding recruitment may be directed to:

**Ms. S. Renée Narloch, 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 Tallahassee is an Equal Opportunity and Veteran's Preference Employer. Pursuant to Florida's broad Public Records/Sunshine Law, applications and résumés are subject to public disclosure. The City Manager is required by law to file a financial disclosure statement within 30 days of placement, annually, and within 60 days of leaving the position.*



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