



CITY OF BROOKSVILLE

JOB DESCRIPTION

POSITION TITLE: City Manager
DEPARTMENT: City Manager
DIVISION:
SUPERVISED BY: City Council

JOB SUMMARY/OVERVIEW OF THE POSITION: The City Manager serves as the chief executive officer of the city, reporting directly to the elected five-member City Council. This position is responsible for the day-to-day administration and operation of the City in accordance with the City Charter (Section 3.01), applicable laws, ordinances, and policies established by the City Council. The City Manager ensures that all City affairs are managed efficiently, effectively, and in the best interest of the community. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

ESSENTIAL JOB FUNCTIONS:

The duties of the City Manager include, but are not limited to:

- Appoint, suspend, or remove City employees and appointive administrative officers as authorized by the Charter, personnel rules, or law.
- Delegate personnel management responsibilities to administrative officers under his/her supervision as appropriate.
- Administer and enforce all City ordinances, laws, policies, contracts, and franchises.
- Negotiate contracts, franchises, acquisitions, and dispositions of property; implement agreements, leases, and other legal instruments upon Council approval.
- Direct and supervise the administration of all City departments, offices, and agencies, except where otherwise provided by Charter or law.
- Attend all City Council meetings with the right to participate in discussion (non-voting).
- Ensure that all laws, provisions of the Charter, and acts of Council are faithfully executed.
- Prepare and submit the annual budget, budget message, and capital program to Council.
- Provide Council and the public with an annual report on City finances and administrative activities.
- Make reports and recommendations to Council regarding City operations, policies, and future needs.
- Keep the Council fully advised of the City's financial condition and make recommendations for improvement.
- Sign contracts and legal documents on behalf of the City as authorized.
- Recommend ordinances, resolutions, or other actions as deemed necessary in the City's best interest.
- Perform other duties as may be required by the Charter or directed by the City Council.
- Maintain professional working relationships with Council members, City staff, community stakeholders, and partner agencies.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the principles and practices of municipal government and public administration.
- Strong understanding of budgeting, finance, personnel management, contracts, and intergovernmental relations.
- Knowledge of state and local laws, rules, and regulations affecting City operations.
- Proven ability in contract negotiation and administration.
- Strong leadership and organizational skills with the ability to direct and coordinate multiple departments.
- Excellent communication, presentation, and interpersonal skills with the ability to foster positive relationships with elected officials, employees, and the public.
- Strategic thinker with the ability to anticipate issues, analyze problems, and develop sound solutions.
- Ability to manage growth, development, and complex municipal operations effectively.
- Skilled in public relations and community engagement.

PHYSICAL SKILLS: Use of both arms, legs, and hands with majority of fingers, good vision (with or without corrective device), good hearing (with or without corrective device), ability to lift and load 35lbs, walking, standing, crawling, squatting, kneeling, bending, pushing, balancing, climbing, and stooping.

EDUCATION, TRAINING AND EXPERIENCE:

- Bachelor's degree in Public Administration, Business Administration, Organizational Management, or a related field from a regionally accredited college or university.
- Minimum of five (5) years of executive-level experience as a City Manager, Assistant City Manager, or equivalent governmental leadership role.
- Master's degree in Public Administration (preferred).
- Ten (10) years of progressively responsible local government executive experience (preferred).
- Florida municipal management experience is **required**.
- Equivalent combinations of education and experience may be considered.

LICENSES, CERTIFICATIONS OR REGISTRATIONS: Valid Florida Driver's License – Class E.

ADA STATEMENT: *A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

DRUG-FREE WORKPLACE: *City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

VETERANS' PREFERENCE: *Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

HR INFORMATION

REVISION DATE: 10/2025

FLSA STATUS: Exempt

PAY GRADE: See current pay scale