



# Now Hiring! Town Manager

## About the Town

The Town of Surfside (pop. nearly 6,000) is located on a South Florida East Coast barrier island, with Miami Beach to the south and the Village of Bal Harbour to the north. Surfside is a vibrant, attractive, beachfront community of approximately one square mile. The Town has 135 employees in the following departments / divisions: Police, Town Clerk, Parks and Recreation, Finance, Building, Planning, Code Compliance, Community Services / Public Communications, Human Resources, Parking Enforcement, Public Works, Solid Waste, and Water and Sewer. Fire rescue and library services are provided by Miami-Dade County. The Town strives to ensure a safe and bright future for its residents by being responsive to the needs of its citizens, visitors, commerce and natural environment, while securing the integrity and quality of life in our family-oriented beach community.

## The Ideal Candidate

The ideal candidate must be a motivated, experienced, and proactive individual who will not just focus on the day-to-day but who will look to the future and assist the Town in planning for a better tomorrow. A "hands on" orientation with a "can do" attitude is a must, as are diplomatic skills necessary to have a continuing and meaningful dialogue with Town residents and Commission members.

## The Budget

The Town has a fiscal year budget of \$39,096,814 with a general fund budget of \$20,389,626. The Town's taxable value for 2024 is \$4,103,801,217.

## Education and Experience

The ideal candidate **shall** possess at least a Bachelor's degree in Business Administration, Public Administration, or related field supplemented by course work in management, and **should** have at least three (3) years of prior experience as a Municipal Manager and / or Assistant Manager experience, preferably in the State of Florida. **Extensive experience in a responsible administrative / management position in municipal government is required.**

## Salary

DOQ/E; Excellent benefits.



View the full job description here.

Submit resume, salary history, YOUR REQUESTED SALARY, and cover letter **(THESE THREE REQUIREMENTS ARE NOT OPTIONAL)** by close of business day on May 17, 2024 to [hr@townofsurfsidefl.gov](mailto:hr@townofsurfsidefl.gov) or you may mail to Town of Surfside, Attn: Human Resources, 9293 Harding Avenue Surfside, FL 33154

The Town of Surfside is an Equal Opportunity / Drug Free Workplace Employer. Veterans' preference will be awarded under applicable Florida Law. All resumes are subject to Florida Public Records Laws.