

THE CITY OF PALATKA, FLORIDA

Invites your interest in the position of

CITY MANAGER



ABOUT PALATKA, FLORIDA

Palatka is located in northeastern Florida's Putnam County. The City sits on the western banks of the scenic St. Johns River, one of the few rivers that flow north. A city of about 10,500 residents, Palatka is located between Jacksonville to the northeast and Orlando to the south and is the county seat of Putnam County.

Palatka, Florida is a place of striking natural beauty where the majestic St. Johns River serves as its lifeblood. Palatka is a community of natural riches, with sunrises that paint a silhouette of sailboats resting on the glistening water, framed by a canopy of live oaks and Spanish moss waving in the breeze. This beauty is also evident in the lush native vegetation that grows throughout the community. Images of lily pads blanketing a bright green pond, with a backdrop of ferns and palm trees, complement those of brilliant azaleas blooming along brick streets and historic homes. Palatka is the gem of Old Florida, a humble community with nature to shine and an eagerness to tell its story.

Palatka's history is unique with native Floridian roots that run deep. By 1880, Palatka had thousands of hotel rooms and steamboats carried travelers seeking a haven from harsh winters and northern cities. Through the years visitors were entertained by Annie Oakley, learned baseball from the great Babe Ruth, and saw Hall of Famers Lefty Turner and Pop Lloyd, considered by Ruth to be the best baseball player of all time.



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The City's nature is to be classic. Today, the City's rich past can be experienced as one navigates its exquisite historic neighborhoods with their stately river- front homes to their timeless bungalows. With the architectural backdrop of downtown storefronts, churches, and residences, one can still imagine the riverboats arriving on the banks of the St. John and carriages carrying the likes of presidents, statesmen, and entertainers.

The City's nature is to be active. Whether on land or water, there is always something to see and do. From bass boats to sailboats and cast nets to crab pots, the river is always alive, providing recreation and sustenance. On the land, Palatka's downtown is reinventing itself as a center of activity. Vibrant events bring thousands to town to celebrate native Blue Crab and Azaleas. All the while, locals and visitors alike can enjoy distinctive shops, have a meal at the oldest diner in Florida, or eat at a relaxing table opening out to the great St. Johns. Palatka is building a foundation for redevelopment where St. John's Street welcomes young entrepreneurs and seasoned shop owners and the construction of Lemon Street Plaza will unveil the splendor of the riverfront.

The community's nature is to be creative. Its surroundings inspire imagination and the arts are alive in the City. The nationally renowned Florida School of the Arts brings young minds to the community to create while locals enjoy the events at the Larimer or learn about African American Cultural Arts. Creativity is also displayed in galleries, painted on brick walls, and seen and heard in the Black Box Theater. The community's nature is to respect the land. Its ecological resources are unrivaled for bass. The community also serves as habitat for bald eagles, alligators, river otters and gopher turtles and more. Palatka is dedicated to the preservation of its natural resources. As Bartram once studied the flora and fauna, Palatka continues to interpret its history and importance at Ravine Gardens and the Waterworks Environmental Education Center. The City is also building a network of both green and blueways so it can continue to sustainably interact with nature and become the ecological hub for Northeast Florida. Palatka's nature is in its history, its environment, and its creativity. Most importantly, it is Palatka's people whose nature it is to be a friendly community in a town that invites newcomers to open a business, restore a home, and join family. The people are Black and white, young, and old, natives and newcomers who can live anywhere but choose Palatka.

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ABOUT THE CITY GOVERNMENT

Palatka has a Council-Manager government that operates with an adopted City Charter. Accordingly, the City Manager is appointed by and serves at the pleasure of five member City Commission. All other municipal officials and employees are appointed by and serve at the pleasure of the City Manager. The Mayor is elected as Mayor. The Mayor and all four Commissioners serve four-year staggered terms. All are elected at-large.

Palatka provides a full range of municipal services including General Administration, Public Safety, Planning and Zoning and Community Enrichment and Development. In addition, the City owns a municipal golf course, an airport, and sanitation, water and wastewater utilities. The Palatka Downtown Redevelopment Agency and Palatka Gas Authority are considered components of the City and the City is accountable for them. The City's current all-funds budget is \$80.4M and features a \$38.2M fund balance.

PALATKA MAYOR AND CITY COMMISSIONERS

Roberta Correa	Mayor
Will Jones	Commissioner
Justin R. Campbell	Commissioner
Rufus J. Brown	Commissioner
Tammie McCaskill	Commissioner

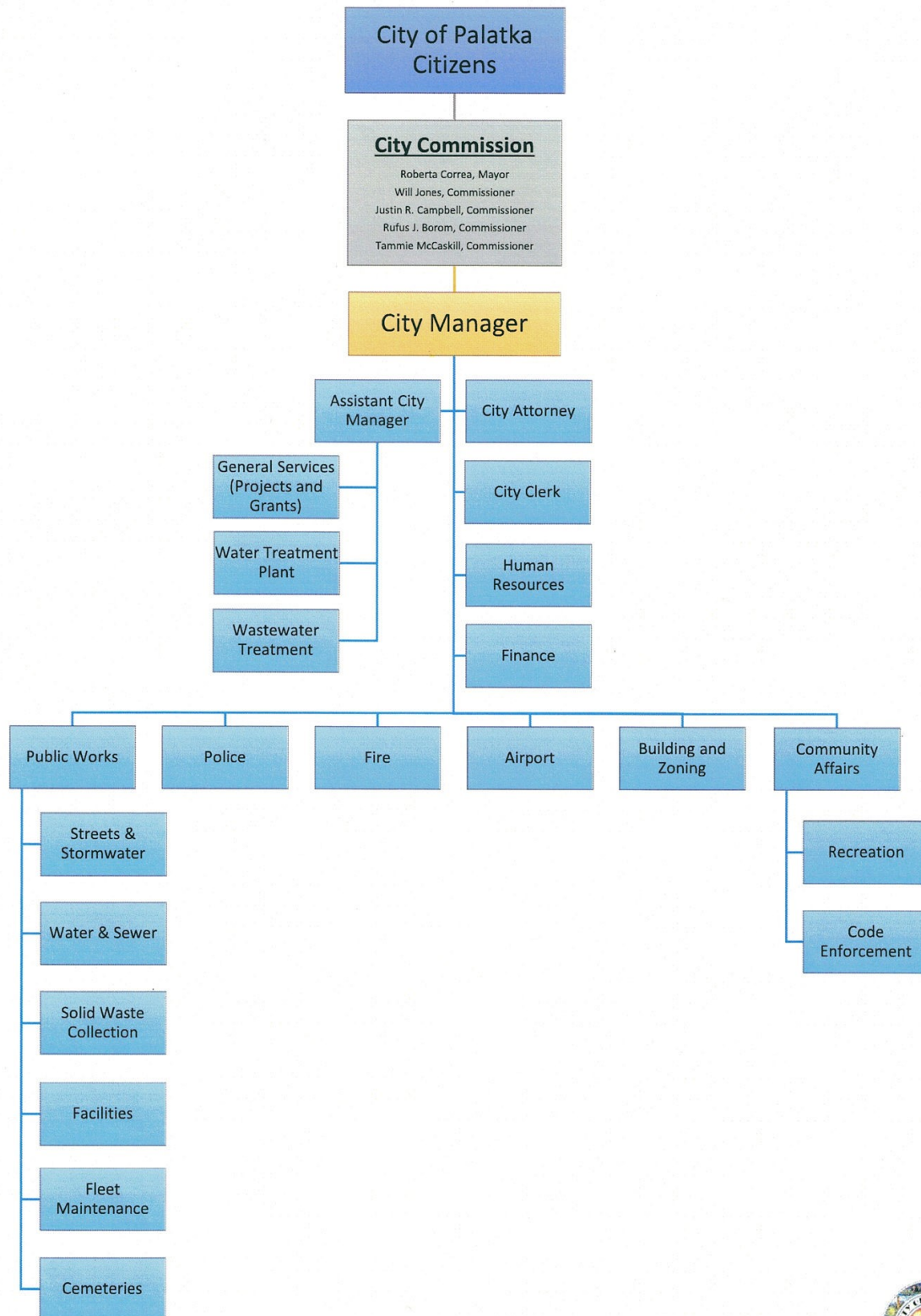
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CITY OF PALATKA, FLORIDA

Organization Chart



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ISSUES, OPPORTUNITIES, AND CHALLENGES

- Palatka highly values its quaint, small town ambiance.
- The City realizes the need to produce additional revenue streams to continue to thrive.
- There are roads, water and sewer infrastructure maintenance and repair needs. (The City has received significant funding to address its water and sewer needs.)
- The City has an aggressive and successful grants program which it intends to continue.
- More than 50% of Palatka's property is property tax exempt.
- There are opportunities for future growth through annexation of adjacent incorporated land.
- Neighborhood revitalization, historic preservation and affordable housing are all important community issues.

THE CITY MANAGER

Under general policy guidance from the City Commission, the City Manager plans, organizes, and integrates fiscal controls; directs, administers, reviews and evaluates the activities, operations, programs, and services provided by the City; and serves as the top appointed administrator in the City. He or she is responsible to carry out the policies and programs of the City Commission; develop and administer the budget; ensure City government operations and functions effectively serve the needs of Palatka residents and other stakeholders while complying with applicable laws and regulations; and performs related duties as assigned by the City Commission.

POSITION REQUIREMENTS

Education and Experience

Requires a combination of education and experience equivalent to the attainment of a bachelor's degree and at least 10 years of increasingly responsible management experience preferable gained in a local government or other public agency of similar complexity to Palatka.

Required Knowledges, Skills and Abilities

- Plan, integrate and direct a broad range of complex municipal services and programs.
- Define public policy, management, and operational issues.
- Present proposals and recommendations clearly and logically in public meetings.
- Understand, interpret, explain, and apply City, state and federal laws and regulations governing in the conduct of City operations.
- Evaluate, develop, and implement management systems, policies and controls; exercise expert, independent judgment with general policy guidelines.
- Prepare clear, concise, and comprehensive correspondence, reports, and other written material; establish and maintain effective working relationship with the City Commission, all levels of City management, other governmental officials, community and civic organizations, employee organizations, employees, the media, and the public.
- Exercise skill and diplomacy in dealing with highly sensitive political, public policy, community and employee issues and situations.
- Knowledgeable of the principle and practices of organization design and development, long range planning, public administration, public financing, municipal budgeting, financial administration, program, and policy formulation, purchasing and maintenance of public records.
- Knowledgeable of applicable state and federal laws and regulations governing the administration and operation of a municipal agency.

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- Knows municipal functions and associated management, financial and public policy issued, organization and functions of an elected City Commission.
- Practices sound business communications including techniques of effective public relations.

Characteristics of the Ideal Candidate

- Strong communication and listening skills.
- Knowledge and understanding of historic preservation, community revitalization, and the role of the Community Redevelopment Agency (CRA) in addressing these areas.
- Knowledge of ecotourism and heritage tourism as economic drivers for the community.
- Willingness to live within the City limits preferred.
- Understanding of the culture and personality of a small town.

Additional notable qualities to include:

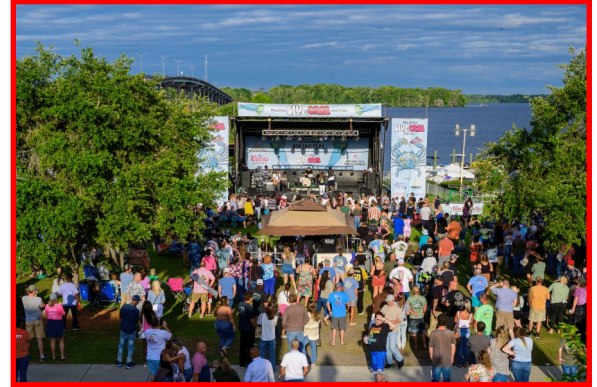
Leadership Style

With the City Commission

- Views the City Manager position as a technical and professional resource and advisor to the City Commission.
- Projects a management style that facilitates collaboration among staff and the City Commission.
- Routinely provides informative updates regarding emerging issues and progress toward meeting goals set by the City Commission,
- Has an independent, professional approach to elected officials by treating all fairly and in a nonpartisan manner.
- Understands that it is okay to not immediately have the answer to every question.
- Is available and accessible to all Council members.

With Staff

- An ethical leader who inspires and supports the work of the team.
- A strong listener and communicator who inspires and empowers staff to be creative; open to new ideas.
- Is fair, evenhanded and consistent.
- Supports continuing and ongoing professional development.
- Experience or exposure to managing or overseeing community-wide emergencies.
- Solicits, listens to and accepts ideas and input from department heads and other staff members.
- Functions as an effective bridge between the City Commission and staff.
- Trusts and supports employees; does not micromanage them but inspires them to perform at their highest potential.



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With the Community

The City Commission considers the role of the City Manager to be involved with organizations in the community. Is accessible, knowledgeable and serve as a conduit for problem-solving.

With Other Governments including County, State and Schools

The successful candidate will continue (and where needed, enhance) working relationships with area cities, state, county, School and special purpose districts to foster cooperative approaches to public service.

COMPENSATION AND BENEFITS

Beginning salary for the position will be competitive and negotiable based on qualifications and experience. Benefits for the City Manager include four weeks of leave time, 12 paid holidays and a personal day, 80% of health and dental insurance for the employee and family members paid, 100% of vision insurance paid, and a City automobile and cellphone. The position also provides a tax-advantaged deferred retirement saving account and one of Florida's most generous pension plans.

APPLICATION AND SELECTION PROCESS

The recruitment will remain open until the position is filled. The first review of applications is scheduled for Friday, September 29, 2023.

To apply, please send a letter of application, detailed resume, and current salary to:



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Electronic submissions are preferred.