



The City of Opa-locka is seeking qualified applicants to serve as its next City Manager.

The Ideal Candidate

- Experienced in all aspects of financial management including by not limited to:
 - Budget preparation, implementation, and reporting. On a monthly basis, keeping the City Commission and community informed on the financial condition of the City.
 - Understands the importance of completing the Comprehensive Financial Annual Report (CFAR) in a timely manner. Submit the Comprehensive Financial Annual Report to the Commission and to the State of Florida in accordance with State Law.
 - Works with the Internal Auditor and Finance Department in reviewing and establishing financial internal controls.
 - The individual understands the importance of controlling cost while at the same time providing a high level of service to the residents of Opa-Locka.
 - Experienced in identifying, applying for grants and managing grants.
 - The City of Opa-Locka is under state financial oversight. It is the goal of the Mayor and City Commission to exit state financial oversight as soon as possible.
- Must be principled, trustworthy with an impeccable reputation, who embraces high ethical standards in both their public and private life. Recognized as a person of integrity. Leads the organization by example.
- Experienced in developing a management team that is responsive to the citizens of Opa-Locka. Experienced in working with a small staff. Willing to delegate to professional staff and hold staff accountable.
- Serves as an advocate for the City of Opa-Locka.
- Experienced in working in a culturally diverse City.
- Must possess good listening and communication skills. Must be able to communicate effectively with City Commission, city employees, all residents, businesses and other government units.
- Experienced in Intergovernmental Relations. Experienced in developing relationships with federal, state, county and other area cities. Ability to present city's needs to State Legislature, Congressional Delegation, and Federal and State Agencies, and other governmental entities.
- Applies City personnel policies fairly, equitably, and uniformly to all employees.
- Experienced in recruiting and retaining highly qualified staff.
- Is expected to be an active member of the community and supportive of community events.

- Is open and accessible to all City Commission Members, citizens, businesses and city employees.
- Expects all employees to treat citizens, other employees and officials with respect and dignity.
- Experienced in mentoring staff.
- Experienced in staff development and expects city staff to stay up to date in their areas of expertise. The Manager is well versed and stays up to date on local government management best practices and techniques.
- Assist the Mayor and City Commission in establishing a long-term vision for the City and developing and implementing strategies to achieve the Commission vision.
- Experienced in addressing infrastructure needs and developing a plan to address the identified needs.
- Has a history of providing strong policy recommendations to the governing body.
- Able to clearly translate City Commission policy into tangible, achievable, measurable outcomes for staff to implement. Holds staff accountable for implementing and achieving Commission adopted policies.
- Keep the Mayor and City Commission Members informed.
- Assist the Mayor and City Commission in building community trust.
- Experienced in redevelopment of an urban city.

City Manager

City of Opa-Locka operates under Commission-Manager form of government. The City Charter provides the duties and powers of the City Manager.

Be responsible for the appointing, hiring, promoting, supervising and removing of all City employees, except the City Attorney, the City Clerk, and all employees of the Office of the City Attorney and all employees of the Office of the City Clerk.

Direct and supervise the administration of all departments and offices but not City boards or committees, unless so directed by the Commission from time to time.

Attend Commission meetings and have the right to take part in discussion, but not the right to vote.

Ensure that all laws, provisions of this Charter and directives of the Commission, subject to enforcement and/or administration by him/her or by employees subject to his/her direction and supervision, are faithfully executed.

Prepare and submit to the Commission a proposed annual budget and capital program.

Submit to the Commission and make available to the public an annual report on the finances and administrative activities of the City at the end of each fiscal year.

Prepare such other reports as the Commission may require concerning the operations of City departments, offices, boards and agencies.

Keep the Commission fully advised as to the financial condition and future needs of the City and make such recommendations to the Commission concerning the affairs of the City as s/he deems to be in the best interests of the City.

Execute contracts and other documents on behalf of the City as authorized by the Commission.

Perform such other duties as are specified in this Charter or as may be required by the Commission.

Pursue the collection of all allowable fees and taxes and maximize financial reserves as is necessary to sustain the City and the service levels requested by the citizenry. Periodically compare fee structure to similarly sized municipalities to ensure fair and appropriate pricing.

Required Qualifications

The Ideal Candidate will have at least three (3) years of experience as a City/County Manager, a Deputy/Assistant City Manager or other high level administrative experience, may be substituted. The individual is expected to have at least a bachelor's degree in public administration, business administration, finance, urban planning or related field.

The salary range for the position is \$175,000 - \$200,000 with a competitive benefit package. The City is part of the Florida Retirement System, which is provided as an additional benefit to the City Manager.

Interested candidates should send a letter of interest and resume electronically to Joanna Flores, City Clerk, City of Opa-locka by email at jflores@opalockafl.gov. Letter of interest and resumes must be received not later than June 21, 2023. For additional information, contact Joanna Flores, City Clerk, by telephone at 953-2800 or email at jflores@opalockafl.gov.

City of Opa-Locka is an Equal Opportunity Employer and encourages veterans, women and minorities to apply. Under Florida Public Records Act, all applications, cover letters and resumes become a public record upon receipt and are subject to public disclosure.