

Deputy City Manager
Unclassified position
Salary Range: \$145,005.00 - \$211, 251.00 – Midpoint: \$178,128.00

The City of Riviera Beach is seeking a seasoned public administrator to complement its executive management team. The City is poised for a new beginning and is steadfast in recruiting and attracting professionals who possess the intuitiveness, ethics, integrity and passion to place “right” above “popular.” This is an opportunity for a competent and credentialed professional who is interested in a challenge to shift the trajectory and rebrand a community that possesses a wealth of potential and endless possibilities.

Why Riviera Beach? The City of Riviera Beach has a vision to be the community of choice in the southeastern region. The City has set the course to embrace unconventional thought processes along with progressive ideologies in a work environment that promotes superior standards and best practices and recognizes its personnel as its most vital and precious resource. With the intention of moving toward a flawless execution of the plan adopted by the City Council–Riviera Beach 2030–the City has committed itself to excellence at all levels of government.

The ideal candidate will be a dynamic leader who is driven and determined and possesses an impressive breadth of knowledge and experience in local government management. Individuals with a strong work ethic coupled with the capability to creatively augment operations are encouraged to seriously consider being a part of this organization’s new paradigm. Finally, if you are committed to being an innovative and creative leader who can think outside the box, then you would be a welcomed addition to the executive management team that is committed to excellence and being the very best public servants.

Geographically, the City of Riviera Beach is a full-service municipal government that is generally located in Palm Beach County, Florida, between the cities of West Palm Beach and Palm Beach Gardens. Riviera Beach is home to approximately 30,000 residents and welcomes thousands of visitors annually who experience world-class aquatic adventures such as snorkeling and diving in one of Florida’s most pristine estuaries, whereby water enthusiasts are exposed to species that are only found in the beautiful Lake Worth Lagoon. Additionally, within the City is one of Florida’s most active deep-sea water ports, which imports and exports billions of dollars of merchandise and products to and from the Caribbean Islands. Riviera Beach is also home to Palm Beach County’s only cruise line operation, which frequently transports tens of thousands of passengers to the Bahamian Islands on an annual basis. The City is an inclusive community that possesses a rich culture and is poised for substantial economic growth as redevelopment is knocking at the door. Riviera Beach is home to multiple recreational opportunities that offer exciting and enjoyable experiences for the entire family. From senior social events to youth sporting amenities, the City of Riviera Beach is an inclusive community that proudly celebrates its value. People of color, women, and individuals with disabilities are encouraged to apply. The City of Riviera Beach is an equal opportunity employer that embraces a diverse workforce of talented and hardworking employees who diligently and consistently desire to make positive differences in the organization for the benefit of residents, businesses and guests.

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Deputy City Manager

Candidates with generalist backgrounds and fiscal/legal acumen will receive serious consideration.

Minimum Requirements:

At least seven (7) years of progressively responsible and varied experience in government, nonprofit or business management, with at least three (3) years of senior or executive management experience in city or county government is highly desirable. A master's degree is required. Five (5) years of progressively responsible, professional experience in public policy, strategic planning, organizational development, budgeting or other related public sector activities including four (4) years of supervisory and executive or senior management experience.

Deputy City Manager duties include but are not limited to the following:

- Assists and supports the City Manager in coordinating and directing citywide departmental activities and operations consistent with the organization's values, mission and vision; serves on senior leadership team; develops and implements the City's strategic direction through thoughtful guidance and oversight of assigned areas of responsibility; performs highly responsible and complex administrative work; directs and conducts a variety of special projects; serves as Acting City Manager as requested by the City Manager during their absence.
- Supervision Exercised and Received: Works under the direct supervision of the City Manager. Exercises direct supervision over designated Department Directors.
- Department oversight responsibilities are subject to change based on shifting organizational needs and priorities and upon the incumbent's strengths, experience, and skills. Incumbent should expect to oversee 4-7 departments, with collective annual expenditure authority, including capital, of approximately \$40-50M and oversight of approximately 150 full-time employees.
- Executes leadership and supervision responsibilities through sound judgment, focusing on quality improvement, managing and resolving conflict, fostering a culture of accountability, defining and clarifying responsibilities and expectations, setting goals, providing motivation and performance feedback, recognizing contributions of others in the organization and encouraging training and development.
- Assists and participates in the development and implementation of goals, objectives, policies and priorities for citywide government and the City Manager's Office.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload administrative and support systems and internal reporting relationships; identifies opportunities for improvement; and directs the implementation of changes.

- Communicates effectively using a variety of methods, including but not limited to e-mail, memos, presentations, etc., that convey a clear understanding of the needs of various audiences.
- Practices accountability and responsibility for own actions and for those supervised.
- Demonstrates proficiency with the principles and practices of public administration and governmental budget preparation.
- Any related duties as assigned

PHYSICAL DEMANDS:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs light work that involves walking or standing most of the time and involves exerting up to 20 pounds of force on a regular and recurring basis, or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to: bright/dim light; dusts and pollen; extreme heat and/or cold; wet or humid conditions; extreme noise levels; animals/wildlife; vibration; fumes and/or noxious odors; traffic; moving machinery; electrical shock; heights; exposure to radiation; disease/pathogens; toxic/caustic chemicals; explosives; and violence.

AMERICANS WITH DISABILITIES ACT COMPLIANCE:

The City of Riviera Beach is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

SPECIAL REQUIREMENTS:

Mandatory pre-employment physical and drug tests. Florida Driver's License desired.

The City of Riviera Beach maintains a drug-free workplace policy and program, as established under the guidelines of the Federal Drug Free Workplace Act of 1988 and Section 440.102, Florida Statutes.