

JOB TITLE: TOWN MANAGER

Location: Greenville, Madison County, Florida

OVERVIEW:

Founded in 1907, the Town of Greenville is a small rural community located in Madison County in North Florida just miles south of the Georgia border. A minority-majority municipality, Greenville has a population of under 1,000 residents with a median annual income of approximately \$20,000.

Greenville is governed by a five-member, elected Town Council who meet on the second Monday of every month. The Council delegates responsibilities in carrying out its mission to the Town Manager, who oversees town staff. Under the Town Charter, the Town Council oversees three Charter officers – Town Manager, Town Clerk, and Town Attorney.

The Town of Greenville is seeking a dedicated and experienced Town Manager to oversee the efficient operation of our municipality. As the Town Manager, you will be responsible for the administration, management, and execution of policies set forth by the Town Council. This position requires exceptional leadership, organizational, and communication skills to effectively manage various municipal departments and foster a thriving community.

RESPONSIBILITIES:

- **Strategic Planning:** Develop and implement short- and long-term strategies and plans in alignment with the Town Council's vision and objectives.
- **Financial Management:** Prepare and submit the annual budget, budget message, and capital program to the Town Council, schedule expenditures, engage in fiscal planning, allocate resources to ensure responsible financial management within the municipality, and keep the Town Council fully advised as to the financial condition and future needs of the municipality.
- **Policy Implementation:** Execute policies and directives established by the Town Council and ensure compliance with federal, state, and local laws and regulations.
- **Personnel Management:** Supervise, mentor, and lead municipal staff, fostering a positive and efficient working environment.
- **Supervisory Role:** Lead a team and oversee all staff not within the departments of the Town Clerk or Town Attorney, which may include hiring, disciplining, or dismissing employees in accordance with federal, state, and local laws as well as Town rules.
- **Grant Management:** Manage the application, administration, and reporting processes for grants, ensuring compliance with all regulatory requirements and deadlines, to secure funding for various municipal projects and initiatives in Florida.

- **Town Representative:** Attend local, regional, and state meetings related to policies and issues that impact the town as well all Town Council meetings.
- **Community Engagement:** Serve as a liaison between the municipality and the community, fostering positive relationships, addressing citizen concerns, and promoting community engagement and participation.
- **Infrastructure and Development:** Manage town construction and infrastructure projects, development initiatives, and maintenance activities to ensure a safe and sustainable community.
- **Intergovernmental Relations:** Collaborate with other government entities, agencies, and stakeholders to advocate for the town's interests and facilitate cooperative efforts.
- **Legal Compliance:** Ensure compliance with municipal, state, and federal laws and regulations regarding record-keeping and administrative procedures and handle legal matters with the assistance of the Town Attorney.

QUALIFICATIONS:

- Bachelor's degree (Master's degree preferred) in public administration, political science, business administration, or a related field (relevant experience may be considered in lieu of a degree).
 - If relevant experiences is to be considered in lieu of a degree, the applicant should submit a written statement, not to exceed 250-words, identifying the relevant work experience.
- Proven experience (3 years) in municipal management, public administration, or a related field, preferably in a managerial capacity.
- Strong understanding of municipal governance, budgeting, finance, and public policy.
- Exceptional leadership, communication, and interpersonal skills to effectively interact with diverse stakeholders.
- Ability to handle multiple priorities, make sound decisions, and work effectively under pressure.
- Knowledge of or willingness to learn Florida municipal laws, regulations, rules, procedures, and personnel policies.
- Live within a reasonable distance from Greenville to allow regular presence at Town Hall.

BENEFITS:

- Competitive salary
- Comprehensive healthcare benefits
- Retirement plan options
- Professional development opportunities
- Paid time off and holidays

APPLICATION PROCESS:

Interested candidates should submit a cover letter, resume, and references by sending an email to clerk@mygreenvillefl.com.