



Town of Ponce Inlet

Florida



TOWN OF
PONCE INLET, FLORIDA

**TOWN
MANAGER**





PONCE INLET, FLORIDA TOWN MANAGER

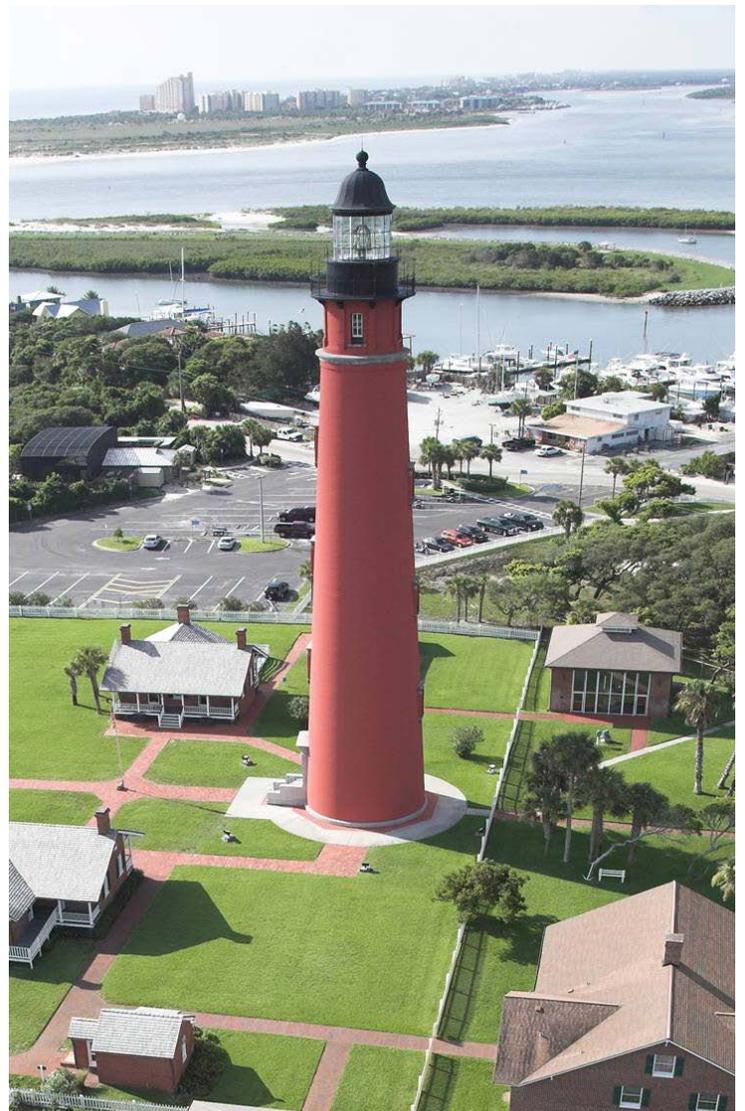
The Town of Ponce Inlet is seeking a strategic and innovative manager to lead this idyllic waterfront community. Ponce Inlet is located on the southern tip of a barrier island on Florida's east coast, south of Daytona Beach. With both oceanfront and intracoastal waterway frontage, the town enjoys the best of Florida living. Natural beauty and a small town atmosphere allow a laid back lifestyle, but Ponce Inlet offers access to a full array of recreational, sports and cultural opportunities. NASCAR, professional sports, sport fishing, boating, golf, surfing, museums, theaters, theme parks and natural preserves are minutes to an hour away.

HISTORY AND BACKGROUND

The history of Ponce Inlet is tied to its waterways and begins with construction of the Ponce Inlet Lighthouse. Built in the 1880's, it is one of the most authentic lighthouse facilities in the country and is on the National Register of Historic Sites. The inlet has long supported both commercial and recreational fishing from docks on the intracoastal waterway (ICW). Miles of Atlantic beaches offer both traffic free and driving allowed segments, the latter reflecting a history of racing on the beach long since moved to Daytona International Speedway.

The area's natural beauty can be experienced through 360 degree lighthouse views, and at ground level from beaches, boats, boardwalks and parks. The Marine Science Center offers a special educational experience through its rescue and rehabilitation programs for native sea life and birds. The Historical Museum features restored cottages from early settlements and Lighthouse Point Park is a gathering spot for locals and visitors and their dogs.

Ponce Inlet incorporated as a town in 1963 and began providing police protection in 1971. For years it was a small beach town in a fast growing region. Since 2000, Ponce Inlet itself has experienced significant growth. The resident population grew from 2,500 to almost 3,500 today. A glowing reputation has made the community particularly popular as a retirement destination. Median income and home ownership are significantly higher than Florida generally. The year-round resident population is supplemented by both intermittent and seasonal visitors.



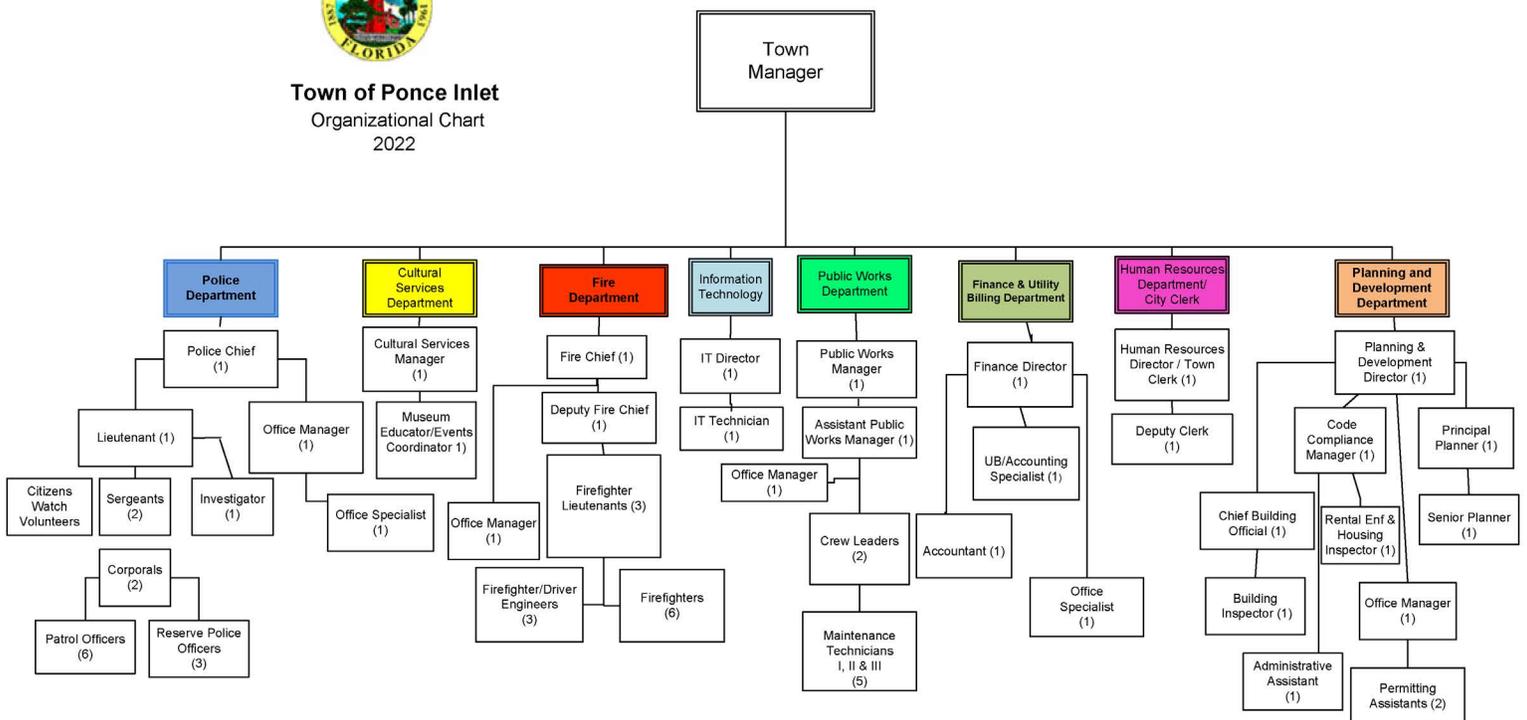
HISTORY AND BACKGROUND (continued)

Ponce Inlet is incorporated in Volusia County as a Council / Manager form of government. The Town Manager is appointed by and answers to a five member Town Council. Sixty full-time employees are supplemented by an active body of community volunteers. Town services have expanded with town growth. Ponce Inlet takes pride in offering a range of local services that meet the community's high standards. In addition to law enforcement, the town provides fire protection, medical transport, public works, planning and development, parks and cultural services. Supporting administrative functions for finance, human resources and information technology are provided by town staff. Supplementary professional services are contracted as necessary for legal and engineering services. Ponce Inlet also works with other local governments and state agencies. Volusia County is responsible for management of the beach and Lighthouse Point Park. The State of Florida has regulatory activities for coastal construction and certain environmental permits. Utility services for water and wastewater are provided through wholesale agreements.

The 2022 hurricane season has brought immediate and ongoing challenges to restore natural systems and repair public infrastructure. Town government is a strong advocate for citizens seeking federal assistance to repair private structures. Resiliency and efforts to address sea level rise will remain a priority for the foreseeable future.



Town of Ponce Inlet
Organizational Chart
2022





SKILLS AND PERSONAL CHARACTERISTICS

The Town of Ponce Inlet staff shall be professional, caring, and fair in delivering community excellence while ensuring citizens obtain the greatest value for their tax dollar. The successful candidate must reflect this philosophy and be a leader who brings integrity, strategic focus and vision to public service. The Town Manager serves as an advocate for local interests and represents the town in a wide range of forums. The provision and advancement of town services involves cooperative relationships with other governments and agencies. The Town Manager must possess excellent communication skills and have a record of success in developing and negotiating collaborative relationships. Experience with the development and implementation of performance standards for both staff and programs is a priority. Successful pursuit of grants and the ability to leverage resources is highly desirable.

The Town Manager directs and supervises the administration of all departments, offices and agencies of the town. The Manager addresses a wide range of complex, multi-disciplinary issues consistent with Town Council goals and priorities, strategic initiatives, and organizational plans. The Manager must be able to anticipate interests, needs, issues and opportunities. These skills will inform the development and

implementation of plans to meet and exceed service expectations. Experience with the development and implementation of performance standards for both staff and programs is a priority.

The Manager must have a professional demeanor at all times, in the office and when directing staff in the field. The Town Manager serves as a representative and advocate for local interests in many forums. Town services often involve cooperative relationships with other governments and agencies. Some critical services, such as beach management, are provided by other governments. The Town Manager must have a record of success in developing and negotiating collaborative relationships. Community involvement is common and provides a valuable resource for the development and delivery of services.

Effective communications with the Council members, staff, outside agencies and the public are essential. The Town Manager routinely responds to questions, provides updates and delivers reports. Communication skills to inform and educate a variety of audiences are essential. Equally important is the ability to receive information through effective listening and discernment.

ESSENTIAL FUNCTIONS

- Direct and supervise the administration of all departments, offices and agencies for the Town, except as otherwise provided by Charter or by law.
- Appoint, develop and discipline subordinate officers and employees of the town pursuant to established policies and procedures.
- Enforce applicable laws, provisions of the Charter, and acts of the Council.
- Prepare and submit the annual budget, capital program and budget message.
- Prepare an annual report on Town finances and administrative activities for submission to the Council and presentation to the public.
- Prepare reports regarding the operations of town departments, offices and agencies with analysis and recommendations as necessary for improvements.
- Maintain communications with Council members regarding the financial condition and future needs of the town with recommendations as appropriate.
- Prepare the agenda and attend all Council meetings. Present information regarding agenda items with recommendations. Participate in discussions and assist in the development of options for Council consideration and consensus.
- Co-sign contracts on behalf of the town pursuant to the provisions of ordinances or resolutions.
- Perform the duties of the Town Clerk or the Finance Director as necessary or as requested by the Council.
- Perform other duties as specified by the Charter or may be required by the Council.



Ponce Inlet Town Council



KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of principles, structures and operations of local government services.
- Extensive working knowledge of municipal law.
- Knowledge of legal and regulatory requirements for financial administration, human resource administration, public records, and election laws. Familiarity with Florida Sunshine Law is desirable but not required.
- Able to evaluate systems and processes for efficient and effective service delivery. Able to identify resources to meet or improve services.
- Able to establish and maintain effective working relationships with officials, employees, other government representatives and the general public.
- Able to prepare and present complex statistical, financial and administrative information to inform and educate a range of audiences.
- Able to identify varying information needs and interests and address same orally and /or in writing.
- Able to project and exemplify leadership skills to supervise staff in multiple operational areas.

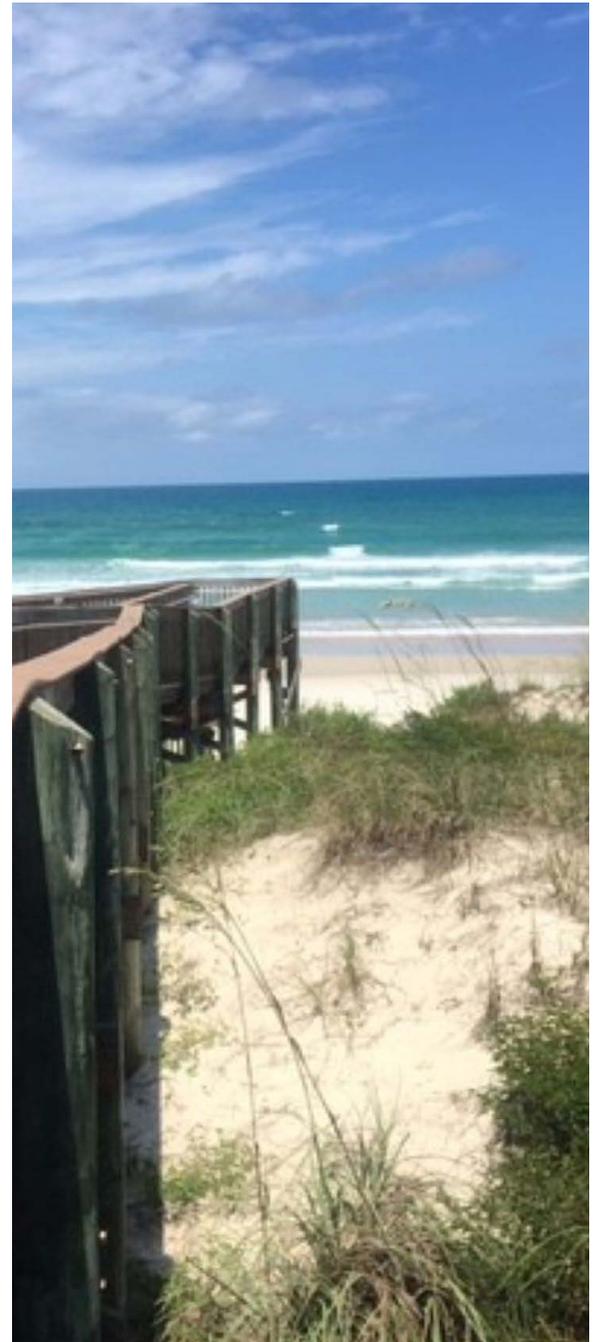
EDUCATION AND EXPERIENCE

- The successful candidate will have extensive knowledge of municipal government administration to include experience with government budgeting, personnel management, service operations, program development and regulatory requirements.
- Strong analytical and communication skills are required to interface effectively with elected officials, staff, collaborating partners and citizens.
- A minimum of eight (8) years government experience in a managerial capacity with demonstrated success in administration of budgets and resources, staff development, process implementation, program evaluation, and policy development.
- Bachelor's degree from an accredited college or university is required. A Masters Degree is preferred.

COMPENSATION

Current compensation for this position is \$150k per year plus benefit package. Actual salary will be determined based on the selected candidate's qualifications and experience.

The Town of Ponce Inlet is an equal opportunity employer and observes all applicable State of Florida Sunshine Laws.



APPLICATION

Interested candidates should apply online at www.GovHRjobs.com with a cover letter, resume and contact information for five professional references by February 3, 2023.

Questions may be directed to James Dinneen at 847-380-3240 x136.