

## **CITY MANAGER**

**ADMINISTRATIVE DEPARTMENT  
CITY OF GRACEVILLE, FLORIDA**

The City of Graceville is now accepting applications for City Manager with the Administrative Department.

**Minimum qualifications, Bachelor's degree in public administration, business administration or related field; or minimum of seven years of progressively responsible experience in municipal or other government administration, five of which have been in a supervisory capacity; or equivalent combination of education, training and experience that provides the required knowledge, skills and abilities to perform the necessary job duties.**

Currently employed applicants should supply a resume by the stated deadline to file applications.

For external applicants background check required. Starting salary is depending on qualifications. Obtain applications at Graceville City Hall, 5348 Cliff Street, Graceville, Florida 32440.

Applications are also available on the City of Graceville Website.

Applications or resume's should be enclosed in a sealed envelope labeled City Manager Application or Resume and submitted to the City of Graceville Clerk's Office, 5348 Cliff Street, P O Box 637, Graceville, Florida 32440 by close of business August 20, 2021.

EEO, ADA, VA.

**POSITION 101  
CITY MANAGER  
JOB DESCRIPTION**

**CHAPTER 11  
CODE OF ORDINANCES  
CITY OF GRACEVILLE**

**Powers and duties:**

The city manager shall be the chief executive officer and the head of the administrative branch of the city government. He shall be responsible to the commission for the proper administration of all affairs of the city and to that end, he shall have power and shall be required to:

- 1) Appoint and, when necessary for the good of the city, remove all officers and employees of the city except the fire chief, police chief, and city clerk. Appointment or removal of the fire chief, police chief and city clerk must be approved by a majority vote of the city commission.
- 2) Prepare the budget annually and submit it to the commission and be responsible for its administration after adoption.
- 3) Prepare and submit to the commission as of the end of the fiscal year a complete report on the finances and administrative activities of the city for the preceding year.
- 4) Keep the commission advised of the financial condition and future needs of the city and make such recommendations as may seem to him desirable.
- 5) Submit annually to the commission a list of recommended capital improvements which in the opinion of the manager are necessary or desirable to be constructed during the forthcoming one year period. Such list is to be arranged in order of preference, with recommendations as to which projects shall be constructed.
- 6) Perform such other duties as may be prescribed by the charter or required of him by the commission, not inconsistent with the charter.

**Sec. 2-37. Payment of claims; statement of claimant required.**

No claim against the city shall be ordered paid or paid until the parties holding such claim shall file a statement certifying that the debt or demand is just, true, correct, due and unpaid, and presenting the statement to the city clerk for approval by the commission.

(Code 1977, § 2-9)

**Secs. 2-38—2-70. Reserved.**

**ARTICLE III. OFFICERS AND EMPLOYEES\*****Sec. 2-71. City manager.**

(a) *Appointment, qualifications, removal.*

- (1) The city commission shall appoint a city manager upon such terms and for such compensation as the city commission may set. The city manager shall be an officer of the city and shall have such powers and shall perform such other duties as the city commission may direct. No city commissioner shall receive such appointment during the term for which he shall have been elected, nor within one year after the expiration of his term as city commissioner.
- (2) The city manager shall be chosen by the commission solely on the basis of his executive and administrative qualifications, with special reference to his actual experience in or his knowledge of accepted practice in respect to the duties of his office. At the time of his appointment, he need not be a resident of the city or state; but during his tenure of office he shall reside within the city.
- (3) The city commission may remove the city manager by a majority vote of the city commission at any regular or special session. In the event of such removal of the city manager, the city commission shall adopt a resolution setting forth the removal and its effective date. Upon removal of the city manager, the city commission shall cause the city manager to be paid any accrued compensation as of the effective date of the removal plus a sum equal to one month's salary.

(b) *Powers and duties.* The city manager shall be the chief executive officer and the head of the administrative branch of the city government. He shall be responsible to the commission for the proper administration of all affairs of the city; and to that end, he shall have power and shall be required to:

- (1) Appoint and, when necessary for the good of the city, remove all officers and employees of the city except the fire chief, chief of police and city clerk. Appointment or removal of the fire chief, chief of police and city clerk must be approved by a majority vote of the city commission.

\***Charter reference**—City officers generally, §§ 8, 39 et seq.

**Cross references**—Animal control officer generally, § 14-44; fire chief, § 42-1; chief of police, § 58-1; assistant police chief, § 58-2; police officers, § 58-3; personnel, ch. 70; office or clerical employees, § 70-1.

- (2) Prepare the budget annually and submit it to the commission and be responsible for its administration after adoption.
- (3) Prepare and submit to the commission as of the end of the fiscal year a complete report on the finances and administrative activities of the city for the preceding year.
- (4) Keep the commission advised of the financial condition and future needs of the city and make such recommendations as may seem to him desirable.
- (5) Submit annually to the commission a list of recommended capital improvements which in the opinion of the city manager are necessary or desirable to be constructed during the forthcoming one-year period. Such list is to be arranged in order of preference, with recommendations as to which projects shall be constructed.
- (6) Perform such other duties as may be prescribed by the Charter or required of him by the commission, not inconsistent with the Charter.

(c) *Absence of city manager.* To perform his duties during his temporary absence or disability, the city manager may designate a qualified administrative officer of the city to perform his duties until he shall return.

(d) *Commission not to interfere in appointments or removals.* Neither the commission nor any of its members shall direct or request the appointment of any person to or his removal from office by the city manager or by any of his subordinates, or in any manner take part in the appointment or removal of officers and employees in the administrative service of the city except as provided in other sections of this chapter. Except for the purpose of inquiry, the commission and its members shall deal with the administrative service solely through the city manager; and neither the commission nor any member of the commission shall give orders to any subordinates of the city manager, either publicly or privately.

(Code 1977, § 11-1)

#### **Sec. 2-72. City clerk.**

(a) *Appointment.* The city manager shall appoint an officer of the city who shall have the title of city clerk, upon such terms for compensation as the commission may set. The commission, by majority vote, must confirm such appointment. The clerk shall be directly responsible to the city manager.

(b) *Duties.* The duties of the city clerk shall be to:

- (1) Give notices of all meetings of the city commission.
- (2) Keep official minutes of all meetings and proceedings of the city commission.
- (3) Authenticate by his signature all ordinances, resolutions and other legal documents that may be required by the Charter or the city commission.
- (4) Have custody of all of the official records of the city.
- (5) Record and keep on file all ordinances and resolutions passed and adopted by the city commission.