

Position Available

Interim City Manager/City Clerk-Lake Butler, FL.

ICMA-recognized Commission/Manager form since 1996, with Mayor & 4 Commission members elected at large to 4-year staggered terms. Multimillion dollar operating budget, including Enterprise Funds and 14 full-time employees. City services include parks, public works, solid waste, and utilities (water & wastewater). Police services are provided by contract. Applicants must possess a minimum of five (5) years of progressive responsible experience in municipal or other governmental work, including experience in a senior management position, or any equivalent combination of training, education and experience.

The ideal candidate will possess an ability to be an effective leader and team builder in an organization such as Lake Butler's, strong intergovernmental communication skills, and have a history of good public responsiveness.

She/he will have demonstrated successful experience and exhibit skills in grant writing, municipal finance, fiscal management, personnel administration, fostering good intergovernmental & community relations, and will be technologically literate.

Florida experience and membership in ICMA is preferred. Cover letter, resume, and references by Monday, March 6th, 2023, by physical delivery, sent to "City Manager/City Clerk Position", City of Lake Butler, 200 SW 1st Street, Lake Butler, FL 32054 or by email addressed to Jsapp@CityofLakeButler.com. Applicants are invited to visit www.cityoflakebutler.com. All applications subject to Florida's open record law. EEO/ADA employer.

The successful candidate shall maintain a primary residence in Union County at the time of appointment. This position is anticipated to be interim only and last three to nine months. Compensation will be negotiated with the City Commission. All applicants are encouraged to attend the Special City Commission meeting on March 7th at 6pm in the commission chambers at City Hall located at the address above, at which time a decision may be made.