

# The City of Riviera Beach **J O B O P P O R T U N I T Y**

November 10, 2017



**DRUG –FREE WORKPLACE**

## **CITY MANAGER** (Salary negotiable)

The City of Riviera Beach is a harbor city of close to eight (8) square miles located along the shores of the Atlantic Ocean in southeast Florida. Riviera Beach has a population of approximately 32,488 with an average year-round temperature of 75 degrees. The City's municipal beach is one of the finest in the state and the beautiful sandy beaches make Riviera Beach an appealing place for sporting events. The City is also a popular location for business and casual activities.

The City Manager is the administrative head of the City of Riviera Beach general government, responsible for the administration of all departments except for those under the direction of the City Attorney, which reports directly to the City Council. The City Manager's Office oversees all general government programs and services. It is responsible for enforcing all City laws, ordinances and policies, acts as purchasing agent for the City, prepares the City's budget and performs other duties as assigned by the City Council. These tasks are accomplished through the selection and supervision of the City Manager's Executive Staff, comprised of the following positions: Assistant City Manager, Director of Finance, and other designated department directors.

Ideal candidates must have extensive knowledge of laws, principles, and administrative practices to govern municipal operations and activities. Must be a dynamic leader with a proven record in managing a municipality and the ability to establish and maintain strong relationships with elected officials, staff and the community. Interested candidates must have a Master's degree in public administration or related field and seven (7) years of experience within various phases of municipal administrative management.

APPLICATION DEADLINE:

November 30, 2017

Apply: City of Riviera Beach  
Department of Human Resources  
[www.rivierabch.com](http://www.rivierabch.com)

Publish: Palm Beach Post-Times:  
Florida Government Finance Officers Association  
Miami Herald  
South Florida Times  
Florida League of Cities  
National League of Cities  
National Forum of Black Public Administrators  
International City/County Management Association  
Florida City and County Management Association  
Government Jobs.Com

Applicants shall not lobby City Council Members or employees regarding this position. Such activity may result in disqualification of the applicant for consideration. For purposes of the selection process "lobby" is defined as an action taken by or on behalf of an applicant seeking to influence the selection process after the initial posting of this job opening through the time an applicant is ultimately selected for the position of City Manager.

For more information, please Mrs. Eureka Irvin or Mrs. Shavona Booker in the Human Resources Department at 561-840-4880.

Applicants for this position selected as finalists will be subject to a criminal history/credit/driver's license check prior to interview. Riviera Beach is an Equal Opportunity Employer (EOE) and does not discriminate against any person on the basis of race, color, sex, national origin, religion, age, disability, genetic information, familial status, marital status, sexual orientation or gender identity or expression in its programs and activities.