

The City of Coral Gables, Florida

THE CITY BEAUTIFUL

Invites your interest in the position of

ASSISTANT CITY MANAGER FOR OPERATIONS



ABOUT CORAL GABLES, FLORIDA

Coral Gables has a residential population of approximately 51,133 and encompasses 12.92 square miles southwest of Miami in Miami-Dade County, Florida. Since its incorporation in 1925, it has been considered one of South Florida's premier residential communities. The City has approximately 11 million square feet of office space and has developed into an international center of commerce serving as divisional headquarters for more than 150 multinational companies and 19 consulates and trade offices. The downtown area of Coral Gables is a vibrant business environment due to its central location, proximity to international travel hubs, quality dining, and exceptional hotels. The University of Miami, the largest private employer in Coral Gables, instructs approximately 17,000 students and employs approximately 15,100 full-time faculty and staff.

The City of Coral Gables supports both the residential and business sectors with excellent City services, having attained the highest possible standards in every field. The City employs 880 FTE's who collectively provide a full array of municipal services. Many Coral Gables employees are represented by labor unions. The community is highly regarded and generously supports their City government. The City has made a strong commitment to municipal excellence which is evidenced by numerous nationally recognized awards and achievements. A few examples include AAA bond ratings by all three national rating agencies and fully accredited Police and Fire Departments. In fact, in 2014, the City's Police Department earned its seventh re-accreditation from the Commission on Accreditation for Law Enforcement Agencies (CALEA), the international gold standard in public safety. The City's Fire Department is one of only a handful of fire departments nationally to hold the distinction of Class 1 status for providing exemplary fire protection to the community. In addition, in 1993, Coral Gables became the first municipality ever to receive the National Emergency Management

Award. The City's Recreation Department is one of only 155 departments accredited by the Commission for Accreditation of Park and Recreation Agencies (CAPRA).

GOVERNANCE AND ORGANIZATION

The City of Coral Gables is governed by a Commission-Manager form of government. Within this framework, the City's residents elect a five-member City Commission charged with providing community leadership and developing policies to guide the City Administration's delivery of services. The Commission appoints the City Manager who serves as chief administrator of the City and ensures that the Commission's policies are properly executed. The Commission also appoints the City Attorney and the City Clerk. Coral Gables' City Commissioners are elected to four-year, staggered terms. The Mayor serves for two years.

The City Manager is the Chief Executive Officer appointed by the Mayor and City Commission and carries out the policy direction of the City Commission. Pursuant to the City Charter, the Manager appoints and removes all employees in the administrative service of the City. The City Manager's Office directs the daily activities of the City of Coral Gables, oversees a budget of \$195 million and serves a community of approximately 51,133 residents within a 12.92 square mile area.

ABOUT THE ASSISTANT CITY MANAGER FOR OPERATIONS

Under the broad policy guidance of the City Manager, the Assistant City Manager for Operations (ACM) serves as a key member of the City's leadership team with direct responsibility for the effective implementation of City-wide strategic and operating initiatives and policies. The ACM directs and oversees operations of the City's line functions including the Public Works, Development Services which includes Planning and Zoning, Building, and Code Enforcement, Economic Development, Information Technology, Parking, Community Recreation, Historic Resources and Cultural Arts Departments. The ACM will also have oversight coordination and implementation responsibility over the City's a multi-year, multi-million-dollar capital improvement plan with responsibility for ensuring that projects are delivered in a timely, high quality and cost-efficient manner. The ACM oversees approximately 330 full-time and 150 Part-time employees.

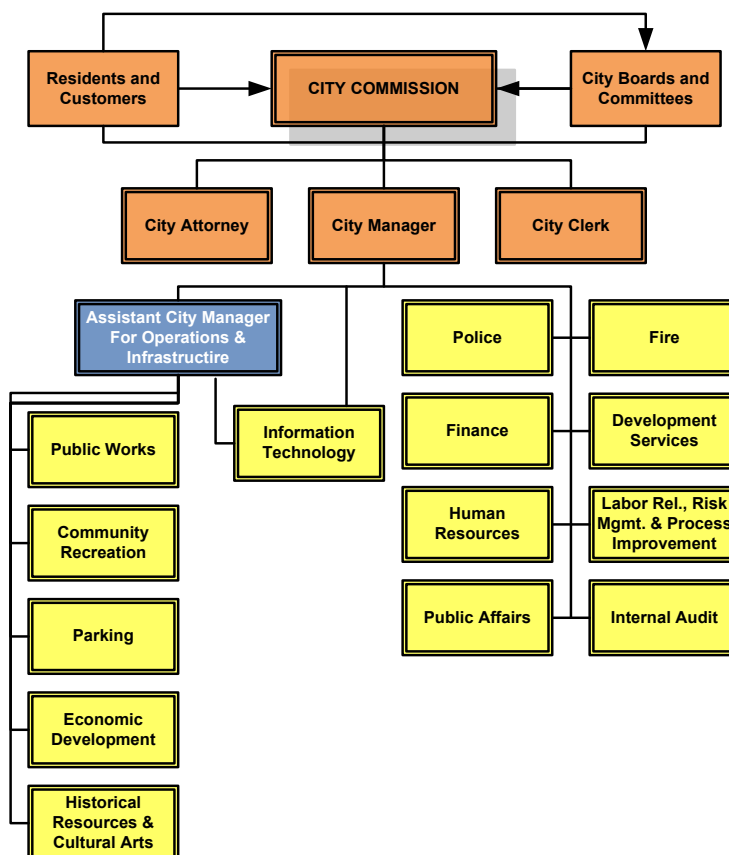
The ideal ACM will be able to think strategically and will exercise considerable initiative and independent judgment. He or she will be a creative thinker and a visionary leader as well as a person who understands responsibility and



CORAL GABLES
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CITY OF CORAL GABLES, FLORIDA

ORGANIZATION CHART



accountability. The position requires strong organizational, technical, leadership and management skills. The incumbent must be experienced in developing and implementing important process improvements. This is a highly visible position which demands excellent communication, presentation, and negotiation abilities. The Assistant City Manager must be a person of impeccable professional and personal integrity.

The following duties are normal for this position.

- ◆ Assists the City Manager in the administration of the City consistent with the City's goals and initiatives ensuring high-quality customer service, professional standards and quality controls.
- ◆ Holds operational authority over the line service functions of the departments identified above.
- ◆ Develops and implements long range and annual action plans to meet the needs of a growing City.
- ◆ Plans improvements in administrative systems and undertakes special studies to determine feasibility of improvements to administrative systems in these operations including those operations which affect other operating agencies of the City.
- ◆ Implements the City Commission's strategies, priorities and decisions.
- ◆ Serves as an internal consultant and leads process improvement efforts to help the City function more effectively.
- ◆ Monitors reporting departments' adherence to strategic plans and annual work objectives during the year while maximizing resource allocation cost sharing, collaboration and customer satisfaction.
- ◆ Develops and implements strategic initiatives to support the City's goal of an efficient and accountable government and supports the core values of the organization.
- ◆ Demonstrates leadership by advocating for innovation and strategic change and promoting the development of a diverse



and engaged workforce.

- ◆ Manages and develops a qualified staff, ensuring professional and courteous service from all employees in support of the City's mission, values, customers and stakeholders.
- ◆ Remains informed of cutting edge technologies and advancements in municipal line service delivery programs.
- ◆ Pursues ongoing professional development for himself or herself and his or her reporting departments through course attendance, professional organizations, and meetings/seminars to stay informed of service delivery trends and technological advancements in the local government field.
- ◆ Receives requests and complaints from the public and initiates follow-up action and assures completion.
- ◆ Works collaboratively with and regularly interacts with other agencies, boards, authorities, commissions and civic groups.
- ◆ Conforms with and abides by all regulations, policies, work procedures and instructions.
- ◆ Performs other related tasks as required.

REQUIREMENTS

Education - - Minimum Education and Experience

Bachelor's degree in Public Administration, Planning, Architecture, Construction Management, Civil Engineering, or related field.

Master's degree in Public administration, Planning, Architecture, Construction Management, Civil Engineering, or related field is preferred. A PE would be an advantage..

Experience, Training and Skills

At least ten (10) years of progressively responsible executive management level experience in a municipal or county government.

A combination of private and public sector experience would be a plus.

Must have comprehensive knowledge of:

- ◆ The principles, practices, procedures and functions of public administration and local government
- ◆ City-wide department policies and procedures, City rules, regulations, ordinances and labor contracts, budget management, labor relations, emergency management, and information systems

Must be able to:

- ◆ Think strategically and exercise considerable initiative and independent judgment
- ◆ Make decisions and initiate solutions to problems
- ◆ Conduct research, compile and analyzes data and write reports
- ◆ Advise and direct management level employees
- ◆ Establish and maintain effective working relationships with employees, peers, officials, other agencies, and the public.
- ◆ Supervise the work of others in a manner conducive to full performance and high morale.

Must Have excellent verbal and written communication skills.

COMPENSATION AND BENEFITS: The beginning salary is negotiable depending upon qualifications and is expected to be highly market competitive. Benefits for Executive Employees include City-paid medical insurance for employee and available dependent coverage City paid at approximately 50%, a choice of retirement options including defined benefit and defined contribution plans, an attractive paid time-off program including cash-out and conversion provisions, an auto allowance, tuition reimbursement, relocation assistance and more.

TO APPLY: This position will remain open until filled. The City is anxious to fill it as soon as possible. If interested, you are encouraged to submit your resume and cover letter with current salary without delay to slavin@bellsouth.net

For additional information please contact either:



Robert E. Slavin or David Krings
SLAVIN MANAGEMENT CONSULTANTS
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Norcross, GA 30071
Phone: (770) 449-4656

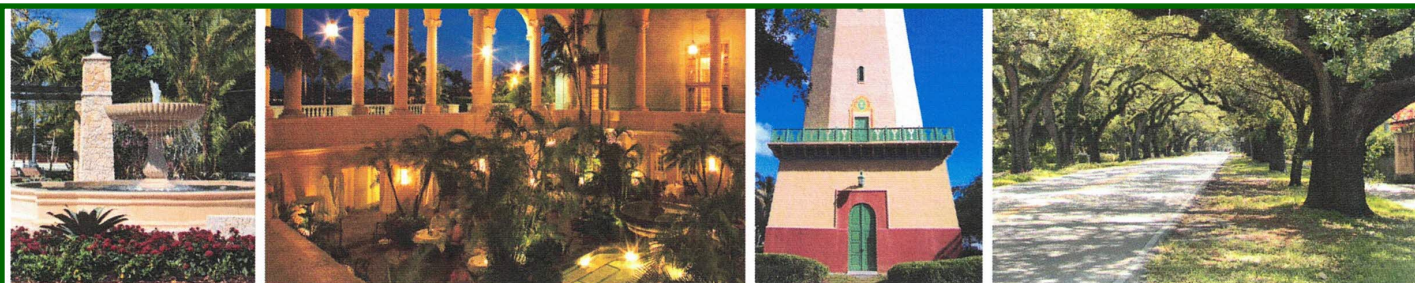


The City of Coral Gables is an Equal Opportunity Employer and strongly encourages minorities and women to apply.

Note: Under Florida law, all applications are public record once submitted. However, as a practical matter the media generally does not show interest in most management level positions.



Coral Gables 2023—2025 Strategic Plan - - City Manager’s Message



As the City of Coral Gables approaches its 100th year, we can reflect upon the decades of phenomenal achievements of the city and its people, but we must also focus our attention on the city’s future and our unwavering commitment to our Mission – *To honor our history by providing exceptional services that enhance the quality of life for our community.*

The path to that future is encapsulated in one comprehensive, well-planned document, our 2023-2025 strategic plan. This plan will serve as the city’s roadmap for our journey toward performance excellence and realizing our Vision of being “*a world-class city with a hometown feel.*” It describes the strategic goals and objectives we aim to accomplish over the next three years, detailing specifically our intent to achieve world-class performance levels in all key measurement areas while embodying our GABLES values:

Governance with integrity – making ethical and wise choices with guided thought and transparency

Aesthetics – preserving and enhancing the beauty of our city

Balanced – considering all interests: residents, businesses, and workforce; celebrating diversity; being fair and equitable

Learning – inspired by our history, committed to excellence and innovation for our future

Exceptional service – being accessible, accountable, and respectful – exceeding expectations with pride

Sustainability – stewardship of all resources: people, finances, facilities, and the environment

The city remains committed to delivering essential municipal services in an exceptional way, using new technology as we move further toward using information and communication technologies to increase operational efficiency, share information with the public and improve both the quality of government services and citizen welfare, while still providing good old-fashioned customer service combined with best practices, high standards, accountability, and transparency. A great example of how we conduct ourselves as good stewards of the city’s resources is the planning, construction, and ultimate occupation of our new Mobility Hub depicted on the cover of this plan. Just like the drawings of the city’s new Public Service Building that appeared on the cover of our last three-year strategic plan, this modern facility will be state-of-the-art, aesthetically representative of Coral Gables, and serve to reduce traffic congestion in our city’s downtown. We look forward to beginning operations there in 2024.

In addition, this strategic plan includes the city’s ongoing commitment to increasing the geographic areas served by parks and playgrounds, enhancing our position as a premier destination for arts, culture, dining, and shopping; all of this designed to enhance safety initiatives and preserve the quiet residential neighborhoods that make Coral Gables “The City Beautiful.”

First and foremost, our mission is public service and, we, your City Staff, want to thank you for allowing us the opportunity to serve you in a world-class manner.



Peter Iglesias
City Manager