

City of Westlake, Florida

Job Description

Position Title: City Manager / Chief Administrative Officer

Position Type: Full-Time, Contractual

Compensation: Salary range of **\$155,000 – \$190,000**, commensurate with qualifications and experience, plus a comprehensive benefits package.

Position Overview

The City of Westlake, Florida, is seeking a highly skilled and visionary City Manager/Chief Administrative Officer (CAO) to lead and manage a dynamic, growing community. The ideal candidate will have a proven history of securing significant state appropriations and grants, strong financial leadership skills, and the ability to build and inspire a high-performing team while working effectively with elected officials and community stakeholders.

Qualification

- Bachelor's degree in public administration, Business Administration, Finance, or a related field; master's degree preferred.
- Ten (10) years of progressive, executive-level experience as a City Manager or Assistant City Manager in Florida.
- Innovative thinker who embraces Westlake's "government light" model of efficiency and contract management.
- Experienced municipal City Manager in Florida, or significant progressive executive-level management experience within a single municipal organization.
- Exceptional ability to communicate, negotiate, and build strong relationships with elected officials, community stakeholders, and partner agencies.
- Ability to thrive in a new and rapidly growing city environment, developing strategies that balance growth, infrastructure, and quality of life.
- Experience collaborating with landowners, developers, and managing large-scale economic development and commercial projects.
- Extensive experience and knowledge of Land Development Regulations and the ability to facilitate the development process.

Key Responsibilities

- **Grant and Appropriations Leadership:**
 - Demonstrate ability to secure significant appropriations and grants.
 - Skilled in identifying, pursuing, and administering grant opportunities that align with the City's long-term strategic goals and infrastructure priorities.

- **Financial Management and Accountability:**
 - Oversee all financial operations of the City, including preparation and submission of timely annual audited financial statements.
 - Ensure strong internal financial controls, transparency, and fiscal responsibility.
- **Organizational Leadership:**
 - Manage a diversified staff of contract employees across all City departments, fostering collaboration, morale, and a culture of excellence.
 - Develop leadership capacity within the organization, ensuring continuous improvement in service delivery.
 - Implement policies, programs, and systems that support operational efficiency in a fast-growing city.
- **Intergovernmental and Organizational Relations:**
 - Actively support the Council in building and maintaining strong, positive relationships with the Palm Beach County League of Cities, Florida League of Cities, and the National League of Cities.
 - ICMA credentialed manager.
 - Skilled public communicator with a proven ability to engage residents, foster transparency, and provide timely community updates.
 - Represent the City's interests effectively at the local, state, and national levels.
- **Strategic Planning and Governance:**
 - Collaborate with elected officials to develop, communicate, and implement cohesive strategic goals for the city.
 - Provide policy guidance, professional advice, and administrative leadership to the Council.
 - Anticipate and address challenges associated with rapid population growth and infrastructure development.

Working Conditions

- Work is performed primarily in an office environment with frequent attendance at evening and weekend meetings.
- The position requires travel within the State of Florida and occasional national travel for professional conferences.

Physical Requirements

- Ability to sit for extended periods, operate standard office equipment, and communicate effectively in person and by telephone.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Employment Terms

- The City Manager / Chief Administrative Officer is an independent contractor hired by and serving at the pleasure of the Council.
- Compensation and benefits will be established by contract and are commensurate with experience and qualifications.