



## Town Manager

### Town of Miami Lakes

#### Overview

The Town of Miami Lakes was incorporated on December 5, 2000. It is one of 35 municipalities in Miami-Dade County, Florida. Conveniently located just 16 miles north of Downtown Miami and only 10 miles from Miami International Airport, our town is home to approximately 30,000 residents and 1,500 businesses. The Town encompasses about 6.5 square miles, bound by NW 170th Street and the Palmetto Expressway (SR 826) to the north, NW 138th Street to the south, NW 57th Avenue (Red Road) to the east, and Interstate 75 to the west.

#### MISSION

WE WANT MIAMI LAKES TO BE THE MODEL OF A FRIENDLY, OPEN, INNOVATIVE, EFFECTIVE AND EFFICIENT GOVERNMENT FOR ITS RESIDENTS AND BUSINESSES.

#### Miami Lakes: Today and Tomorrow

Over the last 50 years, Miami Lakes has progressed from a dream on paper into reality. This vibrant community is nationally recognized as one of the best examples of unique and innovative town planning with lakes and canals, as well as over 100 parks, including greenways and trails. For residents, all of this means that one can enjoy a quality of life that is second to none - natural scenic beauty, a vibrant cultural environment, and lively nightlife. For businesses, Miami Lakes offers an ideal environment for success - a central location with immediate freeway and airway access with a hometown feel.

Land use in the Town is predominantly low-density. The next most prevalent uses are light industrial and office parks comprising 13% of the Town's area, and lakes and canals making up

about 11%. The population of the Town of Miami Lakes has grown to 30,571 residents and it currently ranks 12th in population size within Miami-Dade County.

Comparable cities include Coral Gables on the high end of the population spectrum and Pinecrest on the lower end. The Town of Miami Lakes' residential and commercial component is essentially built out with only a handful of parcels that are undeveloped.

## OUR VISION FOR MIAMI LAKES

MIAMI LAKES IS WIDELY RECOGNIZED AS A WELCOMING COMMUNITY WITH EXTRAORDINARY BEAUTY WHERE STATE OF THE ART PLANNING CONCEPTS CREATE VIBRANT HUBS THAT ARE SAFE AND FRIENDLY TO ALL AGES AND MOBILITY OPTIONS WHICH INSPIRE THE TOWN TO CONTINUE "GROWING BEAUTIFULLY."

Miami Lakes proudly holds recognitions and accolades such as:

- Third Safest City in Miami-Dade County 2018
- All-America City Finalist 2013 and 2010
- Tree City USA Designation - 10 Consecutive Years
- Playful City USA Designation - 9 Consecutive Years
- 100 Best Communities for Young People



The number one goal is to continue with the enhancement of Miami Lakes' quality of life and unique community feel through visionary land use planning, efficient provision of public facilities and services, protection of neighborhoods, and conservation of those built and natural assets which define the Town. As the Town of Miami Lakes looks to the future, it will continue to strive for innovation while remaining true to its original founders' vision of providing the highest quality of life for its residents and visitors.

## Miami Lakes Government Core Values

- Streamlined, People-Friendly, Innovative Government
- Make the Town Government accessible to the public
- Demonstrate a passionate commitment to customer satisfaction
- Recruit and retain empowered employees, who display a can-do, caring attitude, and take professional responsibility for their actions
- Stay focused on efficiency and cost-effectiveness
- Provide localized services with minimum duplication
- Provide effective political and managerial leadership
- Make prudent use of cutting-edge technology
- Focus on internet-based, user-friendly, interactive public communication



## Governance

The Town of Miami Lakes has adopted, through the Charter, a “Council-Manager” form of government. The Town Council is vested with all legislative powers of the Town. The Council consists of the Mayor and six residential Councilmembers. As defined in the Town’s Charter, the Mayor shall preside at meetings of the Council and be a voting member of the Council and is elected at-large for a four-year term. The Town Council appoints a professional Town Manager to manage the day-to-day operations for the Town. The Town of Miami Lakes has an annual operating budget of \$19.7 million, capital improvement budget of \$7.1 million, 45 full time employees, and 34 part-time employees. The Town prides itself on operating in a lean, efficient and responsive manner.



## The Town Manager Position

The Town Manager directs, manages and coordinates the administration of the Town of Miami Lakes in accordance with the policies determined by the Town Council and the Town Charter. Per the Town Charter, responsibilities and essential job functions include, but are not limited to:

- Appoints department directors and staff as provided by the Town Charter and local ordinances.
- Supervises activities of Town departments heads, offices and agencies either directly or through Assistant Town Manager.
- Plans for future development of urban and non-urban areas to provide for population growth and expansion of public services.
- Attends numerous organizational and community meetings, speaking on behalf of the Town of Miami Lakes.
- Responsible for the hiring, supervision, and removal of all Town employees.
- Directs and supervises the administration of all departments and offices but not the Town boards or agencies, unless so directed by the Council from time to time;
- Attends Council meetings and have the right to take part in discussion but not the right to vote;
- Ensures that all laws, provisions of this Charter and acts of the Council, subject to enforcement and/or administration by him/her or by employees subject to his/her direction and supervision, are faithfully executed;
- Prepares and submits to the Council a proposed annual budget and capital program;
- Submits to the Council and make available to the public an annual report on the finances and administrative activities of the Town as of the end of each fiscal year;

- Prepares such other reports that the Council may require concerning the operations of Town departments, office, boards and agencies;
- Keep the Council fully advised as to the financial condition and future needs of the Town and make such recommendations to the Council concerning the affairs of the Town as she/he deems to be in the best interest of the Town;
- Execute contracts, deeds, and other documents on behalf of the Town as authorized by the Council

## The Ideal Candidate

The new Town Manager should be a strong, visionary leader, but also grounded with exceptional interpersonal skills and the ability to address difficult situations. The ideal candidate is a community-oriented professional who will be responsive, not just to the elected officials, but to the community at large. Candidates should possess highly developed problem-solving techniques, project management, presentation, and public speaking skills. Other important qualities are: someone who is progressive, creative, ethical, receptive to new ideas, and an effective mediator. The successful candidate must also consider customer service to be an essential part of public service.

## Qualifications

- A bachelor's degree in public administration, business administration, finance, or related field from an accredited college or university is required. A master's degree is preferred.
- 5 years of senior administrative experience within local government; or 5 years of executive experience within private sector.
- Bilingual skills (conversational Spanish), preferred
- While not required, the Council would prefer the new Manager establish residency within the Town
- ICMA Credentialing (International City/County Management Association) is preferred
- Well-versed with a working knowledge of Finance and Budgeting; Operational budget experience with a budget of over \$15 million.

## Compensation and Benefits

The Town Council is committed to a starting salary that will be market competitive, depending on the experience and qualifications of the selected individual. In addition, the Town Council expects to provide an excellent fringe benefit package to the successful candidate. Reasonable relocation expenses will also be negotiable with the successful candidate.

## How to Apply

For additional information on this outstanding opportunity, please contact Raul Gastesi, Esq., Town Attorney, (305) 364-6100

## The deadline to apply has been extended.

Interested and qualified candidates should send a letter of interest and resume electronically by 5:00 p.m. on June 15, 2018 to:

**Town of Miami Lakes**

**Human Resources Office**

**Phone: (305) 364-6100, Ext. 1109**

**Email: [jobs@miamilakes-fl.gov](mailto:jobs@miamilakes-fl.gov)**

**[www.miamilakes-fl.gov](http://www.miamilakes-fl.gov)**

**Applicant must comply with employment policies established by the Town of Miami Lakes. This may include, but is not limited to, a written examination, comprehensive background investigation and drug/alcohol screening.**

*Resumes are subject to the provisions of Florida Public Records Statutes. Town of Miami Lakes is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, political ideas, or disability in employment or in the provision of services*