

## **ADVERTISEMENT FOR VILLAGE MANAGER**

**The Village of El Portal, Florida, with a multi-cultural service population of 3,000 plus, near Biscayne Bay in the northeastern section of Metropolitan Miami-Dade County, seeks a Village Manager who values diversity, accountability, and high ethical standards. The Village Manager is appointed by the Village Council and is the Chief Administrative Officer of the Village. The Village Manager coordinates the implementation of Village Council policy decisions and the initiation of all intergovernmental operations of the Village. The Village Manager is responsible for directing the various departments and providing guidance in directing, supervising coordinating and planning government services and operations.**

**The Village Manager represents the Village with other governmental agencies, presents an annual budget to the Village Council, and coordinates a variety of public information resources for internal and public distribution. The Village Manager is responsible for long-range planning and the development of recommendations to the Village Council on a variety of public policy issues.**

**Candidates must have at least a Bachelor's degree, preferably in Public Administration or a related area. Training in planning and finance as well as grant writing is a plus. The ideal candidate will have a Master's degree in Public Administration and at least five (5) years of experience in municipal government as the chief executive officer. However, applicants with extensive experience as an assistant manger or other high-level public-sector experience will be given consideration, particularly if they possess strong skills in areas such as planning and finance. The salary range is \$79,785 - \$89, 785 plus benefits depending on qualifications and experience. Interested individuals should forward a resume, Letter of Interest and three (3) professional references to Basil A. Binns, II, Interim Village Manger ([bbinns@villageofelportal.org](mailto:bbinns@villageofelportal.org)) or at 500 NE 87<sup>th</sup> Street, El Portal, Florida 33138.**

**Closing Date: May 2, 2016**