

Town of Dundee

Town Manager Employment Position

The Town of Dundee is located along the US 27 corridor and home to 4,900 residents with a mixture of older neighborhoods and new subdivisions. It offers beautiful lakeside parks, a county/town regional park, a recreational complex and a new community library. Centrally located and endowed with available land, the Town of Dundee is postured for growth.

The Town of Dundee operates a "Commission" form of government with the Town Manager serving as the Chief Administrator for the Town. The Town has an annual a budget of \$7.8 million dollars that consists a general and enterprise fund. The Town provides a wide array of municipal services to its residents inclusive but not limited to water, sewer, solid waste, library, street maintenance, fire services and parks and recreation.

The ideal candidate will have a collaborative, team-oriented management style, with exceptional interpersonal and communications skills and general knowledge of Florida Public Administration principles and practices in the areas of governmental budgeting, finance, grants, city planning, economic development and public works.

The Town is interested in candidates with growth management experience, with the ability to strategically plan and partner with the Mayor, Commission and Town staff to lead in growth and development.

The candidate must be dependable, driven, and possess a "go-getter" personality; must be able to communicate effectively with the public and will be expected to promote the Town of Dundee. Residency in the Town of Dundee is required within a reasonable time period.

Minimum Qualifications: Bachelor's Degree with a minimum of five of experience in local government or similar field experience is required.

Minimum Salary: Depending on qualifications salary will range between \$70,000 - \$80,000 per year. The Town offers excellent Benefits that include health, dental, vision and life insurance, travel allotment and tax advantage contributions to a retirement account.

Deadline: Thursday, October 8th, 2020 at 5:00 pm. Applications should be submitted by one of the following:

Addressed and mailed to:

Mayor Sam Pennant
PO Box 1000
Dundee, FL 33838

or

Hand Delivered to:

Dundee Town hall
2020 East Main Street
Dundee, FL 33838

or

Emailed to:

Town Clerk
Jenn Garcia
JGarcia@TownofDundee.com

The Town of Dundee is an Equal Opportunity Employer.

Please note, the State of Florida has a broad public records law and all resumes and applications submitted to the Town are subject to disclosure upon receipt.