

## CITY OF BOWLING GREEN JOB OPENING – CITY MANAGER

**Closing Date:** Friday, April 23, 2021

**Salary:** \$75,000 - \$86,500 annually (DOE)

The City of Bowling Green is accepting applications for the position of City Manager.

The City of Bowling Green lies in the heart of Florida and covers 1.4 square miles. The City is located in the northern part of Hardee County and has a diverse population of 2,869 people. The City has three (3) parks and is currently in the process of adding one more. Amenities include a tennis court, a basketball court, and a soccer field. The City operates under a Council-Manager form of government with five (5) City Commissioners and an appointed City Manager. The City provides Municipal Government services including a Police Department, Recreation Department, Street Maintenance, and Utilities such as Water, Sewer, and Garbage Collection.

The City Manager position is responsible for overseeing the daily operations of the City and serves as the City's administrator. The successful candidate will have outstanding interpersonal and communication skills, strong planning skills, team-building skills, basic computer skills, and be able to manage a diverse team of subordinates and department heads. They must also possess the qualities of a good public administrator, help the City Commission make sound decisions, and carry out the decisions made by the Commission. The ideal candidate must also demonstrate good judgement and knowledge of business principles including knowledge of finance, budgeting, and grant funding.

The ideal candidate must possess at least five (5) years of experience in local government administration. A bachelor's degree in public/business administration or related field, or equivalent work experience that provides the requisite knowledge, skills, and abilities for this job is preferred. The new City Manager will be required to establish his/her residence within a 30-mile radius within twelve (12) months.

The City of Bowling Green offers a competitive pay, city paid health insurance, life insurance, city provided vehicle, vacation, sick leave, 403b retirement plan, cell phone allowance, and paid holidays. We also offer voluntary dental and vision plans. The City of Bowling Green is an Equal Opportunity Employer and Drug Free Workplace.

Resumes are due to the City Clerk no later than 5:00pm EST on Friday, April 23, 2021. Resumes can be e-mail to [csilva@bowlinggreenfl.org](mailto:csilva@bowlinggreenfl.org) or mailed to P.O. Box 608, Bowling Green, FL 33834 marked "City Manager Search."

The full job description can be found on our website at <https://bowlinggreenfl.org/>.