



The City of Milton

The Community

The City of Milton Florida (population 10,130) is the county seat of Santa Rosa County. Today, Milton is known as the canoe capital of Florida and the home of Whiting Field. Milton is home to some of the friendliest people in the world. This community is nestled in a suburban setting with pristine waterways, balancing small town charm and modern life. We honor our rich cultural heritage and close relationship with the military.

There is always something to do in Milton. Take a stroll downtown to local shops, tour the historic district and antebellum homes, and enjoy lunch at one of the locally owned restaurants. You will also enjoy all manners of outdoor recreation, including a state park, nature trails, campgrounds, marinas, boating and swimming. There is something for everyone in this small town with a big heart.

Welcome to Milton *“Where Good Living Flows”*



The City

Adjacent to the Blackwater River, the City of Milton is among the oldest cities in Florida, incorporated in 1844. The City has a Manager-Council form of government, comprised of 8 Council Members and a Mayor.

The City Manager is the administrative director of the city, responsible for all departments and city staff not appointed by the council. The city provides a wide range of governmental services and utilities, including: fire, police, parks and recreation, sanitation, water, sewer, natural gas, planning, building, zoning, code enforcement and community development.

The City of Milton employs approximately 135 full-time employees and operates with an overall budget of \$23,609,466 (9,312,688 general fund)

For more information on the City of Milton, please visit our website at www.miltonfl.org and www.miltonlocal.com

Job Summary

The administrative director of the city shall be a city manager who shall execute the laws and manage all aspects of the city government, subject to the approval of and under the direction of the city council. The city manager shall be the chief executive officer and the manager alone shall be responsible to the city council for the proper administration of all city affairs.

The City Manager will plan, direct and coordinate the administrative and operational activities of the City; supervise all appointed Directors and Department Heads; perform the duties involving the development of broad policies and long-term programs, including the establishment of policies that guide and achieve the directives for the organization as a whole. Insures that City ordinances are enforced.

Job Functions

- Prepare and submit to the council, as of the end of the fiscal year, a complete report on the finances and administrative activities of the city for the preceding year
- Keep council advised of the financial condition and any future needs of the city and make such recommendations as may seem desirable
- Recommend to the city council from time to time the adoption of such measures as the manager may deem necessary and expedient
- Consolidate or combine offices, positions, departments or units under the manager's jurisdiction, with the city council's approval
- Purchase all materials, supplies or equipment for which funds are provided in the budget appropriation, or let contracts for new construction or contracts which cannot be consummated with funds provided in the current budget without approval by the city council, in keeping with City policies on proper public procurement.
- See that all laws and ordinances are duly enforced.
- Supervise the administration of all city departments, agencies, and offices.
- Perform such other duties as might be required of the manager by ordinance not inconsistent with this division.

Duties and Responsibilities

- Interpret the direction and intent of Council; implement policies as directed; act to insure that all laws, ordinances, and policies of the City Council are faithfully executed; recommend organizational changes and assist in the formulation of internal plans, policies, and programs; oversee plans, directions and coordination of all activities funded by council.
- Develop council meeting agendas; attend and participate in all Council meetings, or appoint a designate. Work closely with Committee Chairs and Council members including providing prompt, thorough, and complete information equally as appropriate to all Council members and Committees; endeavor to avoid surprises on behalf of Council members; and is available, tactful and responsive.
- Coordinate the activities of city government with all other agencies within the city, county, state, and federal agencies; develop and establish policies and procedures for the operation of administrative functions and operation activities of the city, including: fire, police, public works, parks, and planning.
- Maintain operational control and supervision of all Directors, Department Heads and their staff; direct all personnel.
- Develop and coordinate proposals for action on current and future City needs, working closely with appointed boards, committees, and officials to achieve planned action results.
- Participate in professional organizations on behalf of the City; maintain a good working relationship with the community.

Knowledge, Skills and Abilities

- Knowledge of all facets of municipal government operations and administration.
- Knowledge of local, State, and Federal laws, rules, and regulations as applied to the activities and programs of municipal government.
- Knowledge of current management methods and practices.
- Knowledge of public works activities and practices.
- Knowledge of planning and land use principles
- Knowledge of operations and capital budgeting.
- Ability to perform research, compile records and reports, and to make effective applications of findings.
- Ability to delegate authority and responsibility to Directors and department heads to maintain an efficient organization.

Qualifications and Experience

Education: Master's degree in Public Administration or related field or a Bachelor's degree with ICMA-CM certification.

Experience: Five (5) years' experience in local government administration or 8+ years in a senior management position.

ICMA-CM preferred

EOE/M/F/SO/D/VET/ADA

NOTICE: As of October 1, 2013, the City of Milton has gone TOBACCO FREE!! All applicants must be tobacco free for a minimum of six (6) months before the application process.

Mailing address: PO Box 909 • Milton, FL 32572

Physical address: 6738 Dixon St. • Milton, FL 32570

Phone Number: 850-983-5400

Fax Number: 850-983-5415



~ Our Mission ~

The mission of the City of Milton is to develop a first rate full service residential, business, and governmental community that responds to customer needs in establishing a safe, caring, and quality environment for all city residents.