



# City of Marco Island

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**Title: City Manager**

**Salary Range: \$225,000 - \$275,000**

The City of Marco Island is seeking an experienced, forward-thinking, and collaborative professional to serve as its next **City Manager**. The City Manager serves as the Chief Administrative Officer of the City and is responsible for the effective administration of all City operations in accordance with City Council policies, the City Charter, and applicable laws.

## **About the City**

Marco Island is a barrier island community located in Collier County, Florida, with a population of approximately 16,000 residents, which increases seasonally. The City operates under a Council-Manager form of government and provides a full range of municipal services, including public safety, public works, utilities, parks and recreation, community development, and administrative services.

Marco Island is a vibrant coastal community known for its high quality of life, strong tourism economy, engaged residents, and commitment to responsive local government.

## **Position Overview**

The City Manager is appointed by and reports directly to the City Council and is responsible for implementing Council policy, overseeing City departments, preparing and administering the annual budget, and providing strategic leadership to the organization.

The successful candidate will demonstrate strong leadership, integrity, fiscal stewardship, and the ability to work effectively with elected officials, employees, residents, and community partners.

## **Key Responsibilities**

- Serve as the Chief Administrative Officer of the City.
- Direct and supervise all City departments and operations.
- Prepare and administer the annual operating and capital budgets.
- Advise the City Council on policy matters, long-range planning, and organizational priorities.
- Implement City Council policies and directives in compliance with the City Charter and state law.
- Foster a positive organizational culture focused on transparency, accountability, and service excellence.
- Represent the City in intergovernmental, regional, and community relations.
- Ensure compliance with Florida's Government-in-the-Sunshine Law, Public Records Law, and other applicable regulations.

**Minimum Requirements**

- Bachelor's degree in public administration, business administration, political science, or a related field.
- At least **five (5) years** of progressively responsible senior-level local government management experience, such as City Manager, Assistant City Manager, or Department Director.
- Demonstrated experience in budget development, personnel management, and municipal operations.

**Preferred Qualifications**

- Master's degree in public administration or a related field.
- Experience in a coastal or tourist-based community.
- Knowledge of Florida municipal government operations and statutes.
- ICMA Credentialed Manager (CM) designation or ability to obtain.

**Compensation and Benefits**

The City of Marco Island offers a competitive salary commensurate with experience and qualifications, along with a comprehensive benefits package that includes health insurance, retirement benefits, paid leave, and other executive benefits. Salary range will be discussed with qualified candidates.

**Recruitment Process**

This recruitment will be conducted in compliance with **Florida's Government-in-the-Sunshine Law (Chapter 286, F.S.)** and **Public Records Law (Chapter 119, F.S.)**. All application materials may be subject to public disclosure.

Finalists may be required to participate in publicly noticed meetings as part of the selection process.

**How to Apply**

Interested candidates should submit the following:

- Cover letter
- Resume
- Three professional references

Applications should be emailed to Diana Snover, Human Resources Director at [dsnover@cityofmarcoisland.com](mailto:dsnover@cityofmarcoisland.com).

**Position open until filled.**