

THE CITY OF  
BOCA RATON, FLORIDA

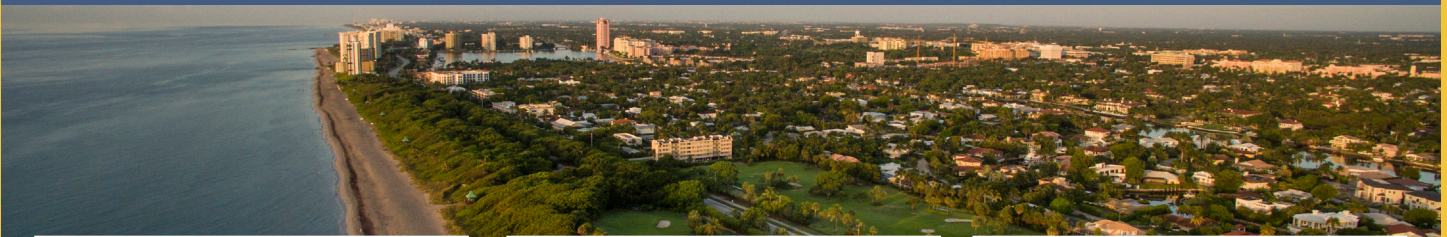


INVITES YOUR INTEREST IN THE POSITION OF  
**City Manager**





# BOCA RATON — AN OUTSTANDING OPPORTUNITY



## ABOUT THE CITY GOVERNMENT OF BOCA RATON

The Boca Raton City Charter establishes a Council-Manager form of government with a five-member governing body. The Mayor and City Council members are elected at large on a non-partisan basis. The City Council and Mayor's terms are three years, staggered, and limited to two consecutive terms. The next election in the City is in March 2026. The Mayor and City Council determine legislative policy. The City Manager and the City Attorney are appointed by the Council. The City Manager appoints city employees and is responsible for department operations and programs. The 1,800 city employees are a valued workforce committed to delivering exceptional customer service and enhancing the quality of life for all residents and visitors.

The FY 2024-2025 operating and capital budget is \$785,265,000. The Boca Raton mill rate of 3.67 is the lowest among full-service cities in Florida. The City maintains a AAA bond rating.

The City provides a full range of municipal services including public safety, an extensive recreation program, public works and engineering, sanitation, and water and wastewater utilities. The City's development services section provides planning, zoning, building permit and inspection services and administers the Community Development Block Grant program. General administrative services support all City operations, programs and infrastructure systems.



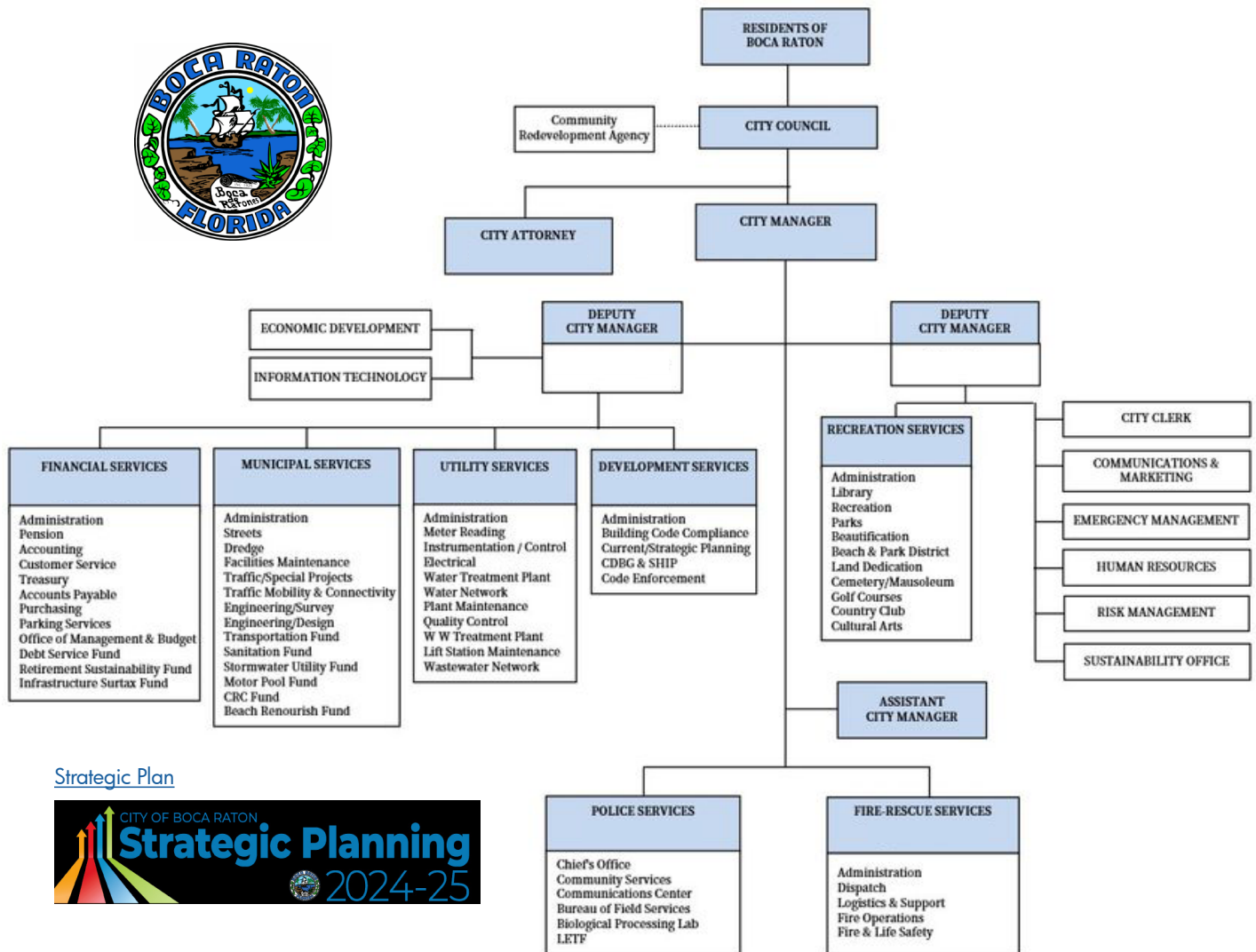
## ABOUT THE COMMUNITY OF BOCA RATON

Boca Raton is the second largest city in Palm Beach County, serving over 100,000 residents and 14,000 businesses within its 30 square miles. This Atlantic coast city is a thriving part of South Florida's "Gold Coast," offering world class entertainment, dining and luxury shopping. The subtropical climate allows an active lifestyle with year-round enjoyment of the coastline, Intracoastal Waterway, 49 parks, private and municipal golf courses, and lakes. The City is also home to the Boca Raton Museum of Art and hosts community events and festivals throughout the year in its downtown amphitheater. The City is currently celebrating its Centennial in 2025.

Boca Raton's business community hosts 40+ publicly traded corporate headquarters. The supporting transportation network is a well-connected infrastructure system including major highways, Brightline high speed rail service, Tri-Rail commuter service, the Boca Raton Airport, and three nearby international commercial airports. Boca Raton is emerging as a hub for technology and innovation, with a supportive entrepreneurial ecosystem and a demand for skilled professionals in software development, cybersecurity, and digital marketing. Educational opportunities include three nationally ranked universities and A-rated K-12 schools. The City further offers a range of housing options including family-friendly neighborhoods and modern apartments, accommodating a wide range of preferences and budgets.

The vision for Boca Raton is a beautiful, prosperous, safe and vibrant community, where modern amenities and innovation embrace charming neighborhoods. A strong economy is enriched by exceptional recreational and cultural offerings.

All City functions are guided by strategic planning which has a five-year horizon and is updated annually to provide the road map to the City vision. Among the strategies are prioritized project goals with defined ownership teams to pursue them. The City Manager participates in strategic planning and is integral to the plan's development and implementation.



#### Strategic Plan



## ABOUT THE POSITION

The City Manager is appointed by, and serves at the pleasure of the City Council. The City Manager is responsible for assuring effective management of all City operations. The City Manager provides the link between the City Council and City staff. The City Manager is entrusted with broad executive authority to oversee all City operations, services, and departments. The City Manager exercises strong leadership and strategic oversight in executing City policies, managing a high-performing organization, and ensuring the efficient delivery of services to the public. This includes directing the City's annual budget process, leading capital improvement planning, overseeing intergovernmental regulations, and personnel and technology systems.



The successful candidate will have:

- Proven ability to plan, direct and coordinate departmental functions while including delegating authority effectively
- Skills in public communication, intergovernmental coordination, and fostering collaborative, results-driven work environments
- Strong budgetary and financial management skills, including development of operating budgets, capital improvement plans, and long-range fiscal outlooks
- Exceptional administrative and operational expertise in areas including contract execution, claims settlements, personnel systems, technology management, and city planning
- Ability to develop and implement personnel policies, oversee official records, and maintain effective labor relations





## THE IDEAL CANDIDATE

The City of Boca Raton seeks a proven, dedicated, experienced leader for the position of City Manager. The ideal candidate will bring a collaborative approach, high ethical standards, and a passion for excellence in public service. The ideal candidate will be a relationship builder, strategic thinker and proven manager who brings deep knowledge of public service operations, finance, and policy implementation. A bachelor's degree in public administration, business administration, or a related field is required. A master's degree is preferred. At least ten years of progressively responsible experience in municipal administration, five of which have been in a city/county of at least 75,000 population, including executive leadership, is required. The ideal candidate will:

- Bring extensive experience managing large, complex municipal operations with professionalism and accountability
- Demonstrate inspiring, visionary leadership across organizational systems
- Exhibit a high level of political acumen and diplomacy, with the ability to work effectively with elected officials to implement policy direction
- Possess superior communication skills and a transparent, inclusive leadership style
- Excel at leading cross-functional teams and managing change in a fast-paced and evolving environment
- Be fiscally astute, with a track record of leading and managing complex balanced operating and capital budgets

- Demonstrate strong contract negotiation skills and familiarity with procurement and legal settlement processes
- Be highly skilled in organizational development, personnel management and labor relations
- Value innovation and embrace modern technologies to improve service delivery and operational efficiency.







## KEY ISSUES/CHALLENGES FOR THE CITY

- Successfully manage the public/private partnership of the Government Campus Redevelopment Project. It is anticipated that a Development Agreement (Partnership Agreement) will be approved in October 2025. Implementation will involve managing the development of approximately 350,000 square feet of office space, 1,000 residential units, 156,000 square feet of retail and restaurant space, a 150 key hotel, as well as the City Hall and Community Center on 30 acres of City-owned property.
- Redevelopment along Federal Highway associated with the extension of Jeffery Street to the east beyond the Florida East Coast Railway Right of Way.
- Redevelopment of aging park infrastructure and development of North Park.
- Development and implementation of the Transportation Master Plan in coordination with the County-Wide Transportation Master Plan.
- The City has several parks and public facilities that are in need of major maintenance or replacement. These projects are competing for City resources against other important projects.
- Maintaining world class service delivery in a very competitive labor market after several years of high inflation.
- Construction of a new police headquarters is in the planning stages and is expected to break ground in late 2026.







## COMPENSATION & BENEFITS

The City of Boca Raton is offering an expected salary range of **\$300,000 to \$350,000**, depending on qualifications and experience. The successful candidate will also receive a competitive Executive Benefit package which includes comprehensive healthcare for single and dependent coverage, a generous leave program, and professional development opportunities. Retirement plan options are available for either a defined contribution 401(a) plan or a defined benefit pension. Relocation expense reimbursement may be negotiable.



**MERCER GROUP ASSOCIATES**

## TO APPLY

Resumes, cover letters and a list of five professional references with email and phone contact information should be sent via email by 11:59pm on **May 31, 2025** to **citymanagersearch@bocaraton-fl.gov**. Confidential inquiries may be directed to:

**David Deutsch, Senior Associate**  
**Mercer Group Associates**  
**daviddeutsch610@gmail.com**  
**301.343.6033**  
**www.MercerGroupAssociates.com**

Prior to the public in-person interviews of finalists, individual City Council members have the option to conduct individual phone interviews and/or face-to-face interviews with candidates and may exercise that option.

*The City of Boca Raton is an Equal Opportunity Employer and observes all applicable State of Florida Sunshine Laws.*