



TOWN MANAGER

Executive Department
Surfside, Florida

Annual Salary:

\$250,000 - \$350,000+ DOQ



Are you an accomplished municipal executive who can turn an ambitious agenda into delivered results, build organizational capacity, lead a major capital program, and help shape the future of one of South Florida's most distinctive coastal communities? If so, apply to be the Town of Surfside's next Town Manager!

We're looking for an exceptional, results-oriented leader who is:

- Deeply experienced in municipal operations and organizational development
- A proven manager of complex capital and infrastructure programs
- Visible in the community, candid with the Commission, and politically astute while remaining professionally neutral

It's a Surfside Thing – read on to learn more about this opportunity!

ABOUT THE COMMUNITY

The Town of Surfside is a small, sophisticated beachfront community on a South Florida barrier island, recognized for its exceptional quality of life, walkable neighborhoods, and enduring low-rise residential character. Located just north of Miami Beach and south of the Village of Bal Harbour, Surfside offers a wide public beach and beachwalk, an oceanfront community center and pool, parks and year-round recreation programming, and the Harding Avenue business district of local shops, cafés, and restaurants. Beyond its beaches, the community is known for its family orientation, highly engaged residents, and expectation of polished, responsive municipal services.

Incorporated in 1935, Surfside is approaching its second century having preserved the scale and character that distinguish it from its neighbors. Today the Town balances that character with an ambitious forward agenda: major infrastructure and coastal resiliency investment, long-range community planning, and consideration of significant public facilities. Residents enjoy a genuine small-town feel supported by the cultural, dining, and international business assets of greater Miami just beyond the Town's borders.

Surfside is an unusually well-educated community, with 97.4% of residents holding a high school diploma and 57.7% a bachelor's degree or higher. Owner-occupancy stands at 74.0% across 1,965 households, and nearly a third of residents are under 18. Community engagement plays an important role in shaping policy and development decisions, creating a rewarding environment for a municipal executive who enjoys collaborative problem-solving and visible public service.



POPULATION
5,591



MEDIAN HOUSEHOLD INCOME
\$100,208



MEDIAN HOME VALUE
\$881,700

MEDIAN MONTHLY RENT
\$1,866

History



Tourism



GOVERNANCE & ORGANIZATION

The Town of Surfside operates under a commission-manager form of government. The Town Commission consists of five members — the Mayor and four Commissioners — elected at large to two-year terms with no term limits. The Commission appoints two charter officers: the Town Manager and the Town Attorney. The organization provides a comprehensive range of municipal services, supported by a total fiscal year budget of \$60.5 million and 147.4 full-time equivalent employees.

The Town provides services including:

- Police, Code Compliance, and Parking Enforcement
- Public Works, Solid Waste, and Water and Sewer
- Building and Planning
- Parks and Recreation
- Community Services and Public Communications
- Finance, Human Resources, and Town Clerk

Fire and rescue services are provided by the Miami-Dade Fire Rescue Department.



THE JOB

The Town Manager is the chief administrative officer of the Town, directing and coordinating all phases of municipal government in accordance with the policies of the Town Commission, the Town Charter, and applicable law. The position oversees every department, prepares and administers the annual budget, exercises financial and budgetary control across the organization, and serves as the Commission's principal professional advisor.

Reporting to the Town Commission, the new Town Manager will:

- Work with the Commission to prioritize an extensive agenda and translate it into a realistic, funded program of work.
- Build organizational capacity by filling key positions, mentoring department directors, and strengthening succession planning and accountability.
- Lead a substantial capital and infrastructure portfolio with disciplined planning, procurement, and project management.
- Prepare and administer the annual budget and keep the Commission fully advised on the Town's financial condition and future needs.
- Establish proactive communication with the Commission and community on project schedules, finances, and progress toward goals.

[Full Job Description](#)



DEPARTMENT STRUCTURE

Departments and divisions reporting to the Town Manager:

- Police
- Public Works, Solid Waste, and Water and Sewer
- Building, Planning, and Code Compliance
- Parks and Recreation
- Community Services / Public Communications
- Finance
- Human Resources
- Town Clerk
- Parking Enforcement



FULL-TIME EMPLOYEES

147

TOTAL FISCAL YEAR BUDGET



\$60,527,735

AD VALOREM TAX REVENUE

\$19,924,014

KEY PROJECTS FOR 2026

- Deliver the Collins Avenue water main replacement and required pump repairs.
- Advance implementation of the Master Stormwater Plan, including drainage improvements and seawalls.
- Continue undergrounding of utilities and improvements to streets, sidewalks, and street lighting.
- Launch a community-based planning process to establish a long-term vision for the Town.
- Evaluate major facilities under Commission consideration, including a new Town Hall, parking garage, and expanded recreation facilities.
- Deliver visible neighborhood improvements to parks, street ends, trees, signage, and beautification.

CHALLENGES & OPPORTUNITIES

Surfside is entering a busy and consequential period, with an engaged Commission, high community expectations, and real opportunity to strengthen the organization and deliver lasting results.

Organizational Capacity and Leadership

The Town has experienced considerable leadership and employee turnover and faces important staffing and succession issues. The next Manager can build a strong leadership team, mentor department directors, clarify responsibilities, and establish the performance management and standard procedures that allow an organization to perform consistently regardless of changes in personnel.

Turning an Ambitious Agenda into an Achievable Work Program

A recent Commission retreat produced an extensive list of initiatives, from neighborhood improvements to major capital projects. An early priority will be working with the Commission to prioritize that agenda — identifying early wins while building realistic road maps for the projects that require significant planning, funding, engineering, or intergovernmental coordination.

Major Capital and Infrastructure Investment

Surfside's infrastructure agenda is substantial, spanning water and sewer systems, stormwater and drainage, seawalls, undergrounding of utilities, streets and sidewalks, and consideration of significant public facilities. The Manager will bring disciplined capital planning, financial analysis, procurement, and transparent reporting to this portfolio.

Planning Surfside's Future

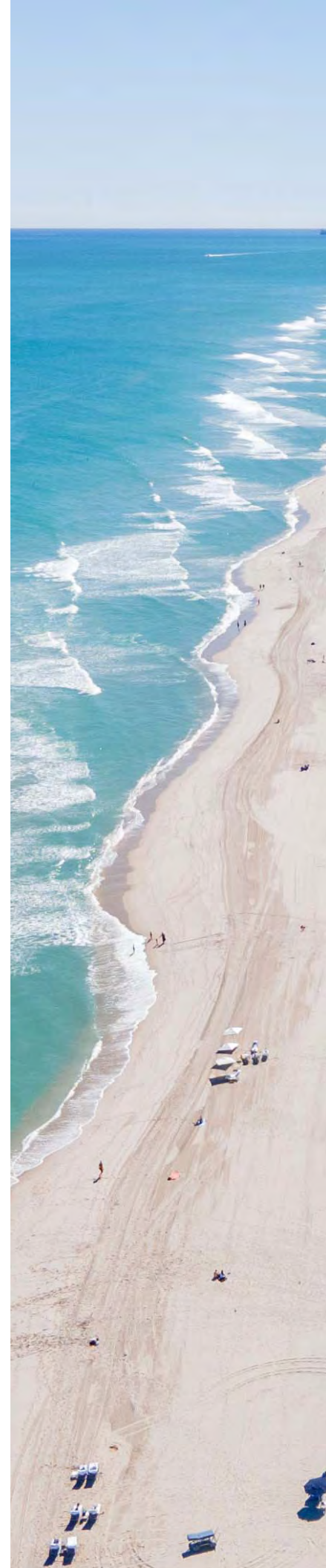
The Commission has discussed a charrette-based community planning process addressing development, transportation, public spaces, beautification, commercial activity, and community character. The next Manager can help Surfside define a long-term vision as it approaches its second century, then connect that vision to capital, financial, and operational plans.

Mobility, Resiliency, and Quality of Life

Traffic and congestion remain community concerns, and the Commission is weighing both conventional and innovative responses. Coastal resiliency is a continuing priority, while neighborhood-level improvements to lighting, sidewalks, parks, trees, and beautification offer visible accomplishments while larger efforts advance.

Communication and Community Engagement

Surfside's residents are highly engaged and expect excellent municipal service. The Commission has identified communications and social media as areas for added attention, and the next Manager should establish clear, proactive communication with both the Commission and the community.





IDEAL CANDIDATE

The ideal candidate is an accomplished municipal executive with a broad operational management background and a demonstrated record delivering complex capital projects. Florida experience is beneficial given the state's regulatory, infrastructure, resiliency, development, and intergovernmental environment. Surfside seeks a strong, confident, hands-on leader who is equally collaborative and approachable — visible in the community, comfortable walking projects and talking with residents, and attentive to the resident experience. This individual is politically astute yet professionally neutral, working effectively with elected officials who hold differing perspectives while maintaining clear professional and ethical boundaries. Commissioners want candor and frank professional advice, not withheld information. The successful candidate is pragmatic and execution-oriented, enjoys turning ideas into projects and projects into results, empowers talented department directors rather than controlling every function, and remains open to innovation while practical about cost and implementation. Above all, this is someone ethical and trustworthy, able to command a room without needing to dominate it.

EXPERIENCE & QUALIFICATIONS

Required:

- Bachelor's degree from an accredited four-year college or university in Business Administration, Public Administration, or a closely related field, supplemented by coursework in management.
- Extensive experience in a responsible administrative or management position in municipal government.
- Thorough knowledge of the laws and administrative policies governing municipal operations.
- Demonstrated ability to build consensus among elected officials and the community, and to communicate effectively orally and in writing.
- A comparable amount of training, education, or experience may be substituted for the minimum qualifications.

Preferred:

- Master's degree in Public Administration or a related field; ICMA-CM credential.
- Florida municipal experience, including familiarity with the South Florida and Tallahassee intergovernmental environment.
- Demonstrated success managing multiple complex capital projects simultaneously — establishing priorities and timelines, assigning responsibility, monitoring progress, and intervening when projects fall behind.
- Experience in coastal resiliency, stormwater and beach restoration, construction management, procurement and contract administration, and comprehensive planning.
- Collective bargaining, pension investment, and non-ad valorem enterprise fund experience.
- A record of pursuing state and federal grant funding and building productive intergovernmental relationships.



SALARY & BENEFITS

Compensation: \$250,000 - \$350,000+ DOQ

Health Benefits: Cigna Healthcare. Negotiable — prior Town Manager agreements have included medical, dental, and vision coverage at full Town cost.

Paid Leave: Negotiable. For reference, the department head vacation accrual schedule provides 15 days (0-5 years of service), 17.5 days (6-10 years), 20 days (11-15 years), and 25 days (16+ years).

Retirement: Deferred compensation through ICMA/MissionSquare. Negotiable — prior Town Manager agreements have included a Town contribution of 15% of base salary. As a charter officer, the Town Manager may opt out of the Town plan at any time under Town Code Sec. 2-174, with employee contributions refunded at the applicable interest rate or rolled into another tax-qualified plan. The Town participates in Social Security.

Additional Perks: Vehicle allowance (department heads receive \$350 monthly; prior Town Managers have negotiated \$550 monthly), Town-issued cell phone and computer, an employee gym located in Town Hall, and Veteran's Preference hiring practices. Residency within Town limits is not required.

HOW TO APPLY

Apply Here



For more information on this position, contact:

Kevin Knutson, Senior Vice President

kevinknutson@governmentresource.com | 727-754-0407

Doug Thomas, Executive Vice President, Recruitment & Leadership Development

Strategic Government Resources

DouglasThomas@GovernmentResource.com | 863-860-9314

The Town of Surfside is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists will be subject to a comprehensive background investigation.