



CITY OF REHOBOTH BEACH

City Manager





The Position

The City of Rehoboth Beach is seeking a proven leader to serve as the City Manager. Appointed by and reporting directly to the Board of Commissioners, the City Manager serves as the Chief Administrative Officer of the City, working under the policy direction and goals of the Board of Commissioners. This position implements priorities and directives of the Mayor and Board of Commissioners and ensures they are kept informed of functions, activities, and programs, as well as legal, social, and economic issues affecting City activities. As an administrative and municipal expert, the City Manager recommends and provides advice to the Mayor and Board of Commissioners on all personnel, fiscal, public safety, and planning and zoning matters affecting the City.

The City Manager supervises the daily operations of the City government, directs multiple work functions, and provides leadership and direction to the heads of City departments. These department heads include the Assistant City Manager, Director of Public Works, Bandstand Director, Chief of Police, City Arborist/Parks and Recreation Director, Communications Specialist, IT Director, City Secretary, and Human Resource and Payroll Administrator. The Assistant City Manager provides leadership and direction to the Director of Planning and Community Development, Finance Director, and Parking Department Supervisor. The City Manager oversees labor relations and human resources and consults with Department Heads regarding the hiring of City staff and recommends disciplinary actions as warranted.

The City Manager recommends and advises the Board of Commissioners on all ordinances, resolutions, and other items required for adoption and develops and proposes the annual operating and capital budget. Additionally, the City Manager prepares monthly and annual financial reports, and others as needed, and provides information on future operational needs, policy matters, and regulatory requirements. The City Manager is also responsible for advising the Board of Commissioners of the City's financial condition.

The City Manager facilitates internal and external communication and represents the City at various meetings, functions, and events throughout the community. The City Manager engages the community and effectively represents the City to the public and outside agencies. The City Manager oversees all work done on the City's streets, sidewalks, boardwalk, beaches, jetties, parks, and other infrastructure.

Priorities

- Provide consistent leadership and foster a welcoming, empowering, inclusive, and collaborative team environment that enables City staff to provide the highest level of service possible to the community and its visitors.
- Continue fiscal responsibility by promoting prudent financial planning with a view of short and long-term capital and staffing needs, maintaining appropriate reserves, and providing accurate financial information for decision-making.
- Prioritize maintenance and investment in quality infrastructure focusing on clean drinking water, efficient wastewater processing, effective stormwater management, proactive street maintenance, and modern communication technology.
- Continue professional development and training personally and for staff and work with Human Resources and department heads on succession planning for key positions.

The Successful Candidate

The ideal candidate brings highly developed communication skills and maintains objectivity in working with elected officials. The successful candidate has a strong history of developing effective relationships and partners with the Mayor and City Commissioners to provide sound advice and guidance. The successful candidate will take time to listen to and learn the flow of operations in a city with a growing year-round population and huge fluctuations in population during the summer months and weekends.

The highly personable City Manager brings a fresh and compassionate, measured voice and perspective to the City while always remaining open-minded. This forward-thinking leader demonstrates the community's values of tolerance, preservation of Rehoboth Beach's unique character, and a balance of resident, visitor, and business interests. The City Manager will bring a long-term perspective that will help the City prepare for continued excellence in the future. The next City Manager is highly tactical and has a deep understanding of developing and implementing strategic plans and initiatives.

A strong work ethic and a proven track record in local government management, the ability to motivate others, and practical problem-solving skills are vital to the candidate's success. The ideal candidate will be articulate, patient, strong, and engender trust through their own personal integrity. The ideal candidate will be organized to tackle a variety of projects, provide analysis that is both fiscally and environmentally responsible, and bring both interpersonal and technical savvy. A strong financial background with a commitment to long-term financial sustainability and a deep understanding of budgets, from development to implementation, is necessary for the success of the next City Manager.

Qualifications

Minimum requirements include a bachelor's degree in public administration or related field and seven (7) years of local government experience with at least five (5) years in progressively responsible management positions, including human resources and budget/financial management.

Preferred qualifications include tenure in a full-service local government, demonstrated community and business engagement, capital project financing and execution, and experience in a seasonal/tourist community. Both a master's degree and ICMA-Credentialed Manager certification are preferred.



Inside the City

The City of Rehoboth Beach operates under the council-manager form of government with a Mayor and six-member City Commission, elected for three-year, staggered terms. Fire protection services are provided by the independent Rehoboth Beach Volunteer Fire Company.

The City of Rehoboth Beach is a full-service city that employs 105 full-time and 19 part-time year-round staff members. Additionally, the City employs approximately 130 seasonal staff during the summer. The City has a 2023-24 budget of \$35.6 Million. The City provides police, beach patrol and lifeguards, parking, sanitation, street cleaning and maintenance, water and wastewater, building and licensing, Alderman (municipal) Court, and building and grounds maintenance services to City residents, as well as internal service functions such as fleet maintenance, finance, information technology, and administration.



The Community

Rehoboth Beach is a picturesque, thriving, and welcoming coastal city in Sussex County, Delaware. The City with a year-round population of 1,636, with summer daytime populations of around 25,000. On holidays and during special events, Rehoboth Beach's population swells as high as 40,000, plus daytime visitors, especially during the Fourth of July and Sea Witch Halloween celebrations.

As a tourist destination, the City hosts more than 3.5 million visitors annually. Known as the "Nation's Summer Capital" because of its proximity to, and summertime popularity with, the residents of Washington, D.C., Rehoboth Beach is a popular vacation destination for a diverse group of visitors and summer residents from the entire mid-Atlantic, including the metropolitan areas of Baltimore and Philadelphia. Since 2020, Rehoboth Beach has gained national attention as the vacation home of the president and the first family. The Rehoboth Beach Police Department coordinates with the Secret Service and other national security agencies to ensure the safety of these notable individuals. Visitors come to relax on the beach, visit Rehoboth's historic, mile-long wooden boardwalk, eat in its fantastic restaurants, and enjoy tax-free shopping. The compact size of the City, a one-mile square, makes it a wonderfully pedestrian and bicycle-oriented community for residents and visitors. The City boasts beautiful trees, ample green space, and quiet neighborhoods adjacent to its bustling downtown, boardwalk, and the Atlantic Ocean. The community is a mixture of residential property owners and businesses. Some residents are year-round, and others are present primarily on weekends and during the summer season. Similarly, many businesses operate 12 months of the year, while others are seasonal in operation.

Originally founded as Rehoboth Beach Camp Meeting Association by a Methodist minister in 1873, the City of Rehoboth Beach was formally incorporated in 1891. Rehoboth Beach has grown to become one of the premier vacation destinations on the East Coast, with beaches consistently ranked among the best in the country.

Rehoboth Beach has been given a five-star rating, the highest rating, by the Natural Resources Defense Council, for its commitment to ensuring the health and cleanliness of its beach. Only 13 of the 200 rated beaches received a five-star rating. Also, the Rehoboth Beach Boardwalk was named one of ten "Great Coastal Boardwalks" and "Happiest Seaside Towns" by Coastal Living magazine, and the City was designated one of "America's Best Little Beach Towns" by Travel and Leisure magazine. Parents Magazine named Rehoboth Beach one of the ten best beach towns for families. In addition to being known as a vacation destination, Rehoboth Beach and its environs in Southern Delaware were named as a top retirement destination by Where To Retire magazine.

Every summer since 1963, the City has sponsored the Rehoboth Beach Bandstand, a free concert series that entertains beachgoers Fridays through Sundays. On Tuesdays in the summer, rain or shine, Grove Park off Rehoboth Avenue hosts the Rehoboth Beach Farmer's Market, which draws over 600 shoppers and 30 vendors each week.

Rehoboth Beach is blessed with several active community organizations, including The Rehoboth Beach Historical Society and Museum, The Rehoboth Beach Homeowners Association, CAMP Rehoboth, The Village Improvement Association, The Country Club Estates Property Owners Association, several religious institutions, and others. Downtown Rehoboth Beach contains more than 200 boutique shops, galleries, and spas; 40 hotels and B&Bs; and over 100 gourmet restaurants, casual eateries, and spots for sweets and treats. A Main Street program and a strong Chamber of Commerce partner with the City on events and services to keep the business community thriving.



Compensation and Benefits

The expected hiring range is \$140,000 – \$175,000, depending on qualifications, with an excellent benefits package, including Medical and Prescription Insurance, Dental Insurance, Vacation Leave, Sick Leave, Personal Leave, Paid Legal Holidays, Retirements Savings Plan, 457(B) Deferred Compensation Plan, Employee Assistance Plan/Work-Life Benefits, Life Insurance, Short-Term and Long-Term Disability Insurance, Workmen's Compensation Insurance, and Accidental Death and Dismemberment Insurance.

Residency within city limits is not required. However, the City Manager must live within a reasonable distance of the City, and a relocation package will be included as part of the total compensation.



How to Apply

Applications will be accepted electronically by Raftelis at jobs.crelate.com. Applicants complete a brief online form and are prompted to provide a cover letter and resume. The position will be open until filled with a first review of applications beginning **November 6, 2023**.



Questions

Please direct questions to Catherine Tuck Parrish at ctuckparrish@raftelis.com and Alexa Worrell at aworrell@raftelis.com.