

## **Town of Melbourne Beach Now Hiring: Interim Town Manager**

The Town of Melbourne Beach, Florida, is seeking a qualified and experienced professional to serve as **Interim Town Manager** during a transitional period in leadership. This is a unique opportunity to provide strategic direction and operational oversight for the Town.

### **Position Overview:**

The Interim Town Manager serves as the chief administrative officer, overseeing the Town's day-to-day operations, including budgeting, personnel management, and departmental coordination. This individual will work closely with the Town Commission, department heads, and the public to ensure continuity of services and support key Town priorities.

### **Key Responsibilities:**

- Manage Town operations in accordance with local ordinances and Florida statutes.
- Lead and support Town staff and departments.
- Serve as liaison between the Mayor and Town Commission and town employees.
- Develop materials for meetings of the Town Commission and implements decisions made by the Commission.
- Oversee the financial management activities of the Town and keeps the Town Commission advised as to the financial conditions and needs of the Town with a monthly budget report.
- Advise and collaborate with the Town Commission on policy and administrative matters.
- Maintain transparency, accountability, and responsiveness to the community.
- Facilitate ongoing initiatives and ensure smooth transition to permanent leadership.

### **Qualifications:**

- Bachelor's degree in Business Administration or Public Administration supplemented by additional course work in governmental administration and management or demonstrated ability to perform the essential job functions as identified above.
- Three years' experience as Town Manager or Assistant Town Manager, or comparable experience in the field.
- Familiarity with Florida's Sunshine Laws, budgeting processes, and local governance.

### **Details:**

- **Status:** Contract (interim)
- **Compensation:** Competitive and commensurate with experience
- **Start Date:** October 1, 2025

**Application Process:**

Interested candidates must submit a cover letter, resume, and references to [finance@melbournebeachfl.org](mailto:finance@melbournebeachfl.org) by close of business on **Friday, September 5, 2025**. The Town Commission will review all submissions at a public meeting and may schedule interviews with selected candidates at a date to be determined.