

## THE COMMUNITY

Indian River Shores, Florida is located 32 miles south of Melbourne, Florida and 85 miles north of West Palm Beach Florida, east of Interstate 95. Indian River Shores' 7 square miles lie on Orchid Island, along State Road A1A between the Indian River Lagoon and the Atlantic Ocean amid a zip code that has one of the highest per capita incomes in the nation.

Home to approximately 4,000 full-time residents, the Town of Indian River Shores' population nearly doubles during October thru April, with those wanting to enjoy the beautiful and temperate Florida winters with all the area has to offer.

Indian River County encompasses approximately 25 miles of Atlantic coastline, of which the three municipalities; the Town of Indian River Shores, City of Vero Beach and the Town of Orchid share. Incorporated on June 11, 1953, the Town of Indian River Shores is identified by its pristine beaches and controlled growth, consisting of primarily low-density, gated residential communities.

Indian River Shores is a unique and special place, where residents donate their time on committees and boards or volunteer throughout the community. When not giving back, locals can be found walking the beach, exploring beachside eateries, boutiques, and many other activities including Sebastian Inlet State Park, Navy Seal Museum, Florida Oceanographic Coastal Center, Pelican Island National Wildlife Refuge and McKee Botanical Gardens, to name a few within an hour's drive of Indian River Shores. Orlando and central Florida's most famous attractions, including Disney World and Sea World, and extensive shopping opportunities both north and south, are less than a 2-hour drive.

Melbourne International, Orlando International and West Palm Beach airports all conveniently serve residents of Indian River Shores.

This unique community provides law enforcement, fire protection and emergency medical services through its well-regarded Public Safety Department, which features triple-certified officers. Each officer is not only a police officer, but a certified firefighter and a paramedic/EMT, a designation less than 200 municipalities nationwide claim. Indian River Shores has been named by Niche as the #3 safest cities in Florida.

The Town of Indian River Shores has maintained a postal facility for over 30 years. Postal Center staff are committed to giving special attention to the individual mailing needs of each customer. Newly expanded and renovated in 2007, the facility allows our staff to provide essential window services as well as assistance with packing and packages. 24-hour mailbox access is available.

A new Community Center is currently under construction, with anticipated opening in 2019.

Learn more by visiting the official site of the Town of Indian River Shores, Florida:

[www.irshores.com](http://www.irshores.com)

## **THE ORGANIZATION**

The Town of Indian River Shores operates under a Council-Manager system of government. The five-member Town Council is elected at large by the residents for a 4-year term, with elections held in November in even-numbered years. Open positions are staggered, so two or three seats will be open for election every two years. Following elections, the Council selects the Mayor and Vice Mayor from among themselves. All elected officials are subject to a term limit of two consecutive terms.

As the Town's legislative body, the Council determines all policies, adopts ordinances and resolutions, approves appropriations and the town's annual budgets, sets the tax rate, and appoints the Charter officers for Town Manager, Town Clerk, and Town Attorney.

The Town Manager is responsible for the oversight of the Town's nearly \$6 million budget and a staff of 33 employees, including 22 sworn officers. Due to the conservative oversight of the Town budget, the finances are extraordinarily strong, featuring a more than fully-funded retiree medical plan and pension plans that are approximately 95% funded.

## **THE POSITION**

The Town Manager is a chartered position reporting to the Town Council. The Town Manager is responsible for the day-to-day operations of the Town, and guides the department heads for Public Safety, Building/Planning & Zoning, Maintenance, Accounting and the Postal Center. The Town Manager and Town Clerk work closely to ensure that optimum service is provided to all residents.

## **THE IDEAL CANDIDATE**

The Mayor and Council are looking for a strong, experienced professional manager who is comfortable working with people from all walks of life but, in particular, skills with retired executives, former CEOs, and successful business owners is most helpful. The successful candidate will have outstanding communication skills, be a strong leader who is ambitious, inspirational and understands the need to keep the Mayor and Council equally well-informed, readily sharing information and promoting transparency. The new Town Manager will be comfortable telling the Council what they need to hear and not just what they want to hear. Indian River Shores is an involved and friendly community, so he/she will need to be friendly; outgoing with a sense of humor and sincere commitment to the well-being of the Town and its residents. The Mayor and Council are looking for someone who will represent the Town, have an untarnished integrity with a personal work ethic, maintain an open-door policy, enjoy community involvement and become well-known throughout the community.

The ideal candidate is a relationship builder with a passion for public service and a commitment to public safety. The successful candidate will exercise a value system based on transparency and integrity that creates a high level of trust and confidence throughout the organization. He/She will be skillful in leading by example and facilitating a positive Team environment. He/She will inspire staff to achieve mutually developed goals and objectives and will hold staff accountable for results.

## **THE QUALIFICATIONS**

The new Town Manager of Indian River Shores is expected to possess a Bachelor's degree, Master's preferred, and at least 5-10 years experience in a municipal leadership position.

The new Town Manager will be a member in good standing or eligible for certification and membership with ICMA, FCCMA and other State/City Associations.

## **COMPENSATION AND BENEFITS**

The expected starting salary for the successful candidate will be within the annual range of \$120,000 - \$150,000 depending on qualifications. In addition, the Town Council expects to provide a competitive benefit package to the successful candidate. Reasonable relocation expenses will be negotiable with the successful candidate.

## **RESIDENCY**

The Town Manager is expected to establish residency within one of the adjacent three counties of Indian River, St. Lucie and/or Brevard.

## **HOW TO APPLY**

For additional information on this outstanding opportunity, please contact W.D. Higginbotham, Jr.; Senior Vice-President, The Mercer Group, Inc. at 727-214-8673. [WDHiggin@mercergroupinc.com](mailto:WDHiggin@mercergroupinc.com). Interested and qualified candidates should send a letter of interest and resume electronically by 5:00 PM Eastern Time on Friday, November 19, 2018, to:

**W.D. Higginbotham, Jr.**  
**Senior Vice-President**  
**The Mercer Group, Inc.**  
**Email: [WDHiggin@Mercergroupinc.com](mailto:WDHiggin@Mercergroupinc.com)**

Resumes are subject to the provisions of Florida Public Records Statutes. The Town of Indian River Shores, Florida, is an Equal Opportunity Employer. Indian River Shores does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, political ideas, or disability in employment or in the provision of services.