



City of Lake Helen

Volusia County, Florida

Job Opportunity – City Administrator

Known as the “Gem of Florida,” Lake Helen was founded by Henry DeLand and named after his daughter. Intended as one of the prettiest and most pleasant towns in Florida, the residents are proud of the well-preserved historic architecture and small-town atmosphere.

With a population of 2700, Lake Helen's land area is approximately 4 square miles. The City's recreational facilities include Blake Park, Royal Park, Lake Macy Park, Melissa Park, Mitchell Sports Complex, Equestrian Center, as well as Asa Gray Park.

Residents are proud that Lake Helen is the last remaining place that looks anything similar to what Florida was like before the I-4 Corridor existed. And even today, while Florida is still growing rapidly, there is no traffic light in of Lake Helen. Lake Helen has worked tirelessly on developing the old Florida brand and protecting its historic ambience.

The ideal candidate will be a focused dynamic leader who is passionate about public service and committed to ensuring partnership, inclusivity, openness, and transparency. A bachelor's degree in public administration or a closely related field and at least 5 years of progressively responsible municipal experience in a management position as manager/administrator or assistant manager/administrator is required. A master's degree in public administration or a related field is desirable. The salary range for this position is \$85,000 to \$120,000, depending on qualifications and experience. The City Commission expects to provide an excellent benefit package to the successful candidate, including Florida State Retirement (senior management), health and life insurance, paid vacation and personal leave, and holidays.

Main Functions:

The entire job description can be found within the City Charter:

<http://www.lakehelen.com/clerk/files/CityCharter.pdf>

- The City Administrator is responsible for coordinating the day-to-day operational activities of the various city departments.
- The City Administrator assists the City Commission in developing, and is responsible for implementing, City policies, procedures, and projects.
- The City Administrator prepares the City Budget and acts as the City's Chief Financial Officer.
- The City Administrator also acts as the City's Planning & Zoning Director.

- The City Administrator shall attend all board meetings, prepare agendas and staff reports.

Application Process:

Please send resumes to:

City of Lake Helen

Attn: Lauren Olsen, Deputy City Clerk, P.O. Box 39, Lake Helen, FL 32744

Phone: 386-228-2121 / Email: lolsen@lakehelen.org

The City of Lake Helen offers an excellent benefits package, including Florida State Retirement, health and life insurance, paid vacation and personal leave, and holidays.

Under Florida law, all resumes become public records when received.

The City of Lake Helen is an Equal Opportunity Employer, a drug-free workplace, and Veteran's preference will be granted, if applicable under Florida law.

City of Lake Helen, Volusia County, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, City of Lake Helen will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.