

EXECUTIVE DIRECTOR SEARCH 2025

The Palm Beach County League of Cities, Inc. Seeks Qualified Applicants for

Executive Director Position

Background:

*As a result of the upcoming retirement of its long-time Executive Director, the Palm Beach County League of Cities, Inc. (the "League") Board of Directors is now accepting written applications for a successor Executive Director. **In the event that a currently serving elected official is selected for the Executive Director position, he or she will be required to resign from elected office, with the resignation being effective prior to signing an employment contract for the Executive Director position.***

The Executive Director is the Chief Administrative Officer of the League and runs this non-profit, quasi-governmental, municipal membership organization, which is also a non-partisan 501(c)(4) entity. The League advocates for responsible public policy, best practices, and intergovernmental cooperation, all while protecting municipal "home rule" self-determination. The Executive Director serves in a full time capacity pursuant to an employment contract, and at the direction and pleasure of the Board of Directors. The ideal candidate for the Executive Director position will bring multiple talents - exhibiting excellent administrative, fiscal, communication, lobbying, advocacy, and social skills. The Executive Director is responsible for the daily business operations of the League. An overview of the Executive Director's duties includes:

- *Appointment, removal, and supervision of all League employees not otherwise provided for in the organizational Bylaws.*
- *Growth of the organization via expansion of Associate Member Roster, and general membership attendance encouragement for all Municipal and Associate Members.*
- *Growth of the League's scholarship program both in terms of funding and applicants.*
- *Service as the League's representative to the Florida League of Cities, the National League of Cities, the Palm Beach County Board of County Commissioners, other local intergovernmental entities, and the Florida Legislature, and generally serves as the League's liaison and legislative advocate.*
- *Travel is a requirement for the Executive Director to succeed in the performance of the job. Travel will be both within Palm Beach County, and outside of Palm Beach County. Trips outside of Palm Beach County can be two or more days in length.*

- *Preparation and submittal of a proposed annual operating budget to the Board and its committees; keeping the Board fully advised as to the financial condition and future needs of the League.*
- *Signatory on contracts on behalf of the League pursuant to approved appropriations of the Board of Directors.*
- *Performance of all other such duties as assigned by the Board of Directors, Bylaws and/or the Articles of Incorporation, including but not limited to service as liaison to the Palm Beach County Emergency Operations Center as needed.*

Advertised Compensation:

Hiring Salary Range of \$105,000.00 - \$140,000.00 offered commensurate with experience, plus benefits package which includes health insurance, contribution to retirement plan, and a vehicle allowance. The Executive Director receives an annual performance review from the Board of Directors which may or may not result in upward compensation adjustments.

To Apply:

Applications must contain a cover letter stating the applicant's interest and qualifications, a professional resume, and three professional references who will be contacted after a "short list" of candidates is chosen by the League's Executive Committee. Applications should be submitted in electronic (e-mail) format to jhansen@pbc.gov.

Complete applications must be received at the Palm Beach County League of Cities' offices no later than the **Deadline: Friday, August 8, 2025 at 4:00 PM**. Applications will not be accepted after that deadline. Faxed, postmarked, or incomplete applications will not be considered.

All inquiries for additional information should be made through the League of Cities office staff during regular business hours. Applicants may also visit the League's website at www.leagueofcities.org for additional organizational information.