



WELCOME TO THE CITY OF MADISON, FL COME GET TO KNOW US

Position Available: City Manager

DEADLINE - JULY 31, 2025 AT 5:30 PM EDT

The City of Madison, Florida, is seeking a full-time City Manager. The city is a Council-Manager form of government, has a population of just over 3,000, an annual budget of approximately \$11 million dollars, and 60 full-time employees. The city operates a police department, a fire department, a street department, a parks and cemetery department, a community development department, and a warehouse department. The City also operates, as enterprise funds, a water department, a wastewater department, a natural gas department, and a sanitation department.

The city was designated as one of the “**Best Little Towns in Florida**” by VISIT FLORIDA and serves as the county seat for county government. For over 50 years, the city has served as home for North Florida College. Downtown Madison is filled with quaint gift shops, antique stores, outdoor shops and nice eateries. And all the downtown area is overflowing with classic 150 to nearly 200-year-old homes and buildings. A photographer or historian’s dream!

Offering a beautiful country backdrop to history, culture, and nature gives us the reason to boast that “**Our Attraction Is Only Natural.**” Madison County is home to our Four Freedoms Park, complete with an old-fashioned gazebo in the center of the park square. This is where the Four Freedoms Monument resides to symbolize the four freedoms outlined in a speech by President Franklin D. Roosevelt and salutes our very own hometown hero, Capt. Colin P. Kelly, the first hero of World War II. Our rich architectural history shines with the stately Madison County Courthouse, circa 1912, and the real life “To Kill A Mockingbird” style courtroom still in use today. Guided walking tours of our downtown historic district, are available which includes Madison’s oldest home, the Livingston House, circa 1836, many historic markers and churches. We even have a classic steam engine that was in service in 1919 and is still operational today!

Parks, Trails & Water Activities:

Four Freedoms Monument:

Features a trail originating from the monument, part of a larger 25-mile trail

Madison County's 100-mile Loop:

A network of trails for hiking, biking, and horseback riding

Madison Blue Spring State Park:

Offers swimming, scuba diving, picnicking, hiking, and paddling

Suwannee River State Park:

Provides camping, hiking, biking, and paddling opportunities

Ladell Brothers Outdoor Environmental Center:

Features a variety of habitats for birding, exploration, and education

Suwannee River, Aucilla River Canoe Trail and Withlacoochee River Trail:

Offer kayaking, canoeing, and fishing

Withlacoochee River North:

Provides opportunities for paddling and fishing.

Source: <https://madisonfl.org/> and <https://makeitmadisonfl.com/> obtained June 6, 2025

The city is centrally located in Florida's Big Bend, with rapid access to Interstate 10 and Interstate 75. This makes the community a prime location for economic development, especially within the Madison County Industrial Park at County Road 255 and Interstate 10 providing shovel ready sites to meet manufacturing, distribution, and warehousing needs.

The city is three miles north of Interstate 10, and is approximately 50 miles east of Tallahassee, Florida's Capitol City, and 30 miles south of Valdosta, Georgia. These two metropolitan areas offer additional higher education opportunities at renowned facilities such as Florida A&M University, Florida State University, and Valdosta State University. In addition to the Interstate system the area is served by several airports within 60 miles, including Tallahassee International Airport. Madison County has a total of 689 businesses with the leading industries in 2024 being Education, Public Administration, Retail and Health Care and Social Services. These employment sectors employed more than 1,700 people.

Madison County, Florida offers diverse recreational opportunities including hiking, biking, paddling, and visiting state parks. Specifically, the Four Freedoms Monument and the Madison Blue Spring State Park are key attractions. The area also boasts the Suwannee River, Withlacoochee River, and Aucilla River Canoe Trail for water-based activities.

City Manager Qualifications

The Commission prefers to hire a candidate with a bachelor's degree in public administration, business administration, urban planning, or related field, as well as experience as a manager or assistant manager in local government. *The city will consider the candidate's experience in lieu of the desired education.* No later than the one-year anniversary of employment, the Manager is required to reside within Madison County.

Through the recruitment process, the City Commission has identified several priorities for their new City Manager:

- Ability to foster effective commission/ manager relations, keep the commission updated on projects, and provide timely execution of Commission policies and objectives
- Create positive community relations, including the business community, and have an open-door policy
- Treat others with respect and dignity, treat all equally without bias
- Foster good intergovernmental relations, especially with the county and state government
- Is decisive and exercises good judgment
- Is honest and ethical with high integrity



Four Freedoms Monument

- Works strategically in developing, in collaboration with the Commission, long and short-term infrastructure improvement plans, along with housing and economic development plans for the sustainability of the city, and provide leadership and the strategies for the needs of the city
- Has governmental budgeting/finance skills and an ability to examine to make budgetary recommendations for the sustainability of the enterprise and general funds
- Has the leadership ability to motivate city staff, build trust and delegate tasks. They must hold supervisors accountable and train employees to be good ambassadors for the city, while leading each department to establish measurable goals
- Has good listening skills and is comfortable working in a smaller community
- Has experience and skills in applying for and administering grants
- Shows good communications skills, written and speaking
- Have knowledge and experience in dealing with FEMA regulations and guidelines for pre and post disaster assistance



Selection Process

If interested, please send a cover letter and resume of no more than five (5) pages including references (do NOT include letters of recommendation) to the City Clerk, City of Madison, 321 SW Rutledge Street, Madison, Florida 32340, or by email to lee.anne.hall@cityofmadisonfl.com.

All submittals are public records with the State of Florida. Successful applicants will be interviewed in July/August time period and will be subject to a background check. Note: the City Commission may consider a stipend to defray a portion of the travel costs associated with the finalist's interview process.

The City Commission will provide a competitive salary and benefits. The starting salary will be between \$85,000 and \$115,000 depending on qualifications. The city sponsors a 401A Retirement Plan and 457 Deferred Compensation Plan administered by Mission Square Retirement.



Blue Springs State Park