



*Welcome to*

# Monticello, Florida

The County Seat of Jefferson County, Florida

A Recognized Tree City



Courthouse – the  
Center of Town



Local Canopy Road

Monticello, Florida, the county seat of the Jefferson County, is a small, peaceful city located just a short drive from Florida's Capital City (Tallahassee) and also lovely, but not-quite-as-charming-as-Monticello towns of southern Georgia.



As the only incorporated city in the county, Monticello boasts a delightfully diverse population with a proud heritage and is experiencing growth as the joys of small-town living become apparent to those seeking a quieter way of life, an inviting atmosphere, an active but charming downtown, and good folks to call neighbors and friends.

# Recreation

- Recreation is a part of daily life in Monticello and Jefferson County. The city maintains two neighborhood parks where the laughter of children delights parents and neighbors.
- The County “Rec Park” offers league play and a walking trail for moms who want a little exercise while their kids jaunt across the playing fields.
- For those who enjoy pedaling through the weekends, a 2.2 mile bike trail is the way to go.
- And let’s not forget pickle ball – the rage has reached even small town America!

- Nature provides bountiful opportunities for leisure time activities, as well. Lake Miccosukee is home to boaters, fishermen, & huntsman.
- The county’s Aucilla and Wacissa Rivers are among the designated “Outstanding Florida Waterways.”
- For those who get a special kick out of arts and culture, the Monticello Opera House and nearby Jefferson Arts Gallery are not to be missed.





Monticello's city government was established in 1827 and operates as a weak-mayor form of government.

The "City Crew" consists of both appointed and elected public servants and all are dedicated to what's best for the people who live, work, retire, and visit Monticello.

The 2024-25 City General Revenue budget is about \$4 million

and the ad valorem rate is 6.8501

Historic City Hall

# Government

- 5 elected City Council Members
- 1 appointed City manager
- 1 Elected City Clerk
- 1 Elected Police Chief
- 2 Deputy Clerks
- 1 City Planner
- 16 Public Works employees
- &

The Monticello Police Department  
All join efforts to serve about 3000 citizens





Some of our local heroes

The Monticello Volunteer Fire Department consists of dedicated men and women who express their love for our city by giving of themselves to assist and save others. (There is some support for them in the operating budget).

## *Public Safety*

Along with his officers and other police personnel, Chief Mosely serves and protects all of our people. Chief has been in his elected role for nearly two decades.



Another local hero – Chief Fred Mosely

# Public Utilities

Monticello operates water and state-of-the-art wastewater utilities – wastewater treatment professionals from around the state have visited our treatment facility! They are interested in duplicating some of our most advanced technologies, which includes a solar array electricity-generating project which has substantially decreased our electricity consumption at the plant. Go Green!

Garbage collection has recently been privatized and is going well.



Solar Array at Treatment Plant



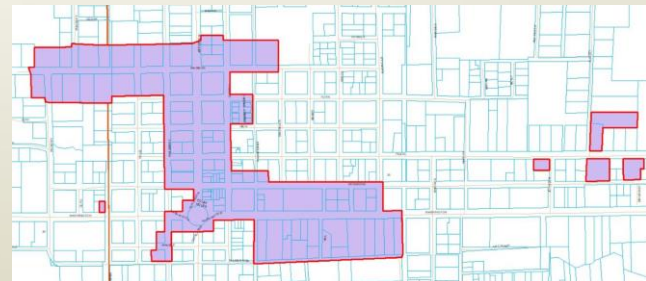
## *Historic District*

Our history is part of what defines us – and Monticello remembers that. Our historic district and charming downtown draw both locals and visitors alike.

Our annual Watermelon Festival brings an influx of participants every June, and many believe Christmas just wouldn't be complete without the annual Christmas Monticello celebration & at least one trip through Monticello's antique and thrift stores.

Ladies looking to chat over lunch, friends gathering to enjoy a café latte, and a crowd gathering at the Monticello Opera House are all regular aspects of our beautiful little city.

Even City Hall is located in a historic building, and there are dozens of other 100-year-old buildings that make people stop in awe.



# Position Available

## Monticello is seeking a City Manager

### Qualifications & Priorities

- Appropriate Education (at least a bachelor's degree in an appropriate area)
- Experience as municipal manager or assistant manager – including accomplishments!
- Need not be a resident at time of appointment but must relocate. If the new manager wishes to live in the county but outside the city, the City Council may choose to approve
- Using creativity and forward thinking to grow Monticello without losing its charm

### Knowledge, Skills, & Abilities

- Fostering effective manager/council relations
- Developing & maintaining positive community relations & having an open-door policy
- Creating and managing good intergovernmental relations, especially with Jefferson County
- Exercising sound judgment while being decisive
- Conducting him/herself with the utmost integrity, scrupulous ethics, and unquestioning honesty
- Working when needed, even if that means beyond a “regular” workday
- Leading and motivating city staff
- Building trust and responsibly delegating tasks
- Holding supervisors and him/herself accountable
- Training employees to be positive ambassadors for the City
- Winning and administering grants
- Strong listening skills
- Treating others with respect & without bias



## *Compensation & General Responsibilities*

The City Manager is expected to efficiently and effectively run all aspects of the municipality, including:

- implementing strategies to improve the city
- managing all City departments, with the exceptions of the Monticello Police Department and the City Clerk's team.
- implementing the Council's policies and procedures.
- working cooperatively with the police and clerk, as well as other local governments and businesses.
- creating and managing the annual budget, in cooperation with the City Clerk.

\*\*\*\*\*

The City of Monticello offers a competitive salary based on qualifications and experience. The pay range is expected to be \$85,000 to \$100,000, based on experience and qualifications.

Benefits include health insurance at no cost for the employee and reasonable cost for family coverage.

The City Manager is a member of the Florida Retirement system in the Senior Management class.

PTO includes generous vacation and sick leave.