

Job Announcement for the position of Town Manager, TOWN OF HAVANA, FLORIDA
February 25, 2026

The Town of Havana is in the north central portion of Florida about 12 miles north of Tallahassee and in the Tallahassee Metropolitan Statistical Area. Tallahassee is home to the Florida State University and Florida A&M. When the Town was established in 1906, it was named after Havana, Cuba because it was known for growing tobacco which was used in the production of fine cigars. The 2020 Census recorded a population of 1,753 in Havana.

The Town of Havana has a Council/ Manager form of government. The Town Manager serves as the Chief Administrative Officer and is responsible for the appointment and removal of all Town employees, subject to the Charter which requires the Manager to get Council approval for appointment of the Town Clerk, Town Attorney and Chief of Police. There have been three city managers in the past 15 years. The town has a police department and volunteer fire service. Other services include public works, parks, Finance, building permitting, and garbage collection. Utilities include electric, gas, water and sewer.

The Council prefers to hire a candidate with a bachelor's degree in public or business administration, or similar degree in management, engineering, or related field. Experience as a city manager or assistant manager in local government is preferred. Residency is required by the Town Code but can be waived by the Town Council.

The successful candidate must have strong governmental budgeting and finance skills, and understand the Florida open meetings and records laws. Experience in grant writing, city management, reporting on fiscal matters, and creating effective council and community relations are crucial skills. Being able to build consensus between divergent groups, and high integrity are necessary attributes. It will be important for the manager to be positive and approachable, have good listening skills, value and embrace cultural diversity and treat everyone with respect and dignity. Because Havana is a small town, the manager must personally manage the day-to-day activities of the city, keep the council informed and follow through on the timely completion of construction projects. Experience in economic development is desirable.

The Town Council will provide a competitive salary and benefits. The starting salary will be between \$85,000 and \$110,000 depending on qualifications. To apply, submit a cover letter, resume, and Town Manager application to Kendrah Wilkerson, Town Manager PO Box 1068, Havana, FL 30333-1068 ATTN; Town Manager Candidate. Applications may be emailed to Manager@townofhavana.com. Applications are due by **Friday, March 27, 2026**. For more information refer to the Employment Opportunities page on the Town Website at <https://townofhavana.com>.