

Welcome to the Town of Havana, Florida

Florida's Friendliest Small Town

Position Available: Town
Manager

Deadline March 27, 2026

Established in 1906, Havana Florida became known for the production of Shade Tobacco. The highly desirable leaf was used extensively for the outer wrapper of fine hand rolled Cuban cigars. The town was deliberately named Havana to relate it to Havana, Cuba, where much of the tobacco was shipped.

The community has grown since then, leaving behind the production of tobacco. The largest employers now include TelegentEMS, a producer of electronic components for the communications, military and aerospace industries and May Nursery that grows a variety of trees, shrubs and other plants.



Today Havana is a quaint town with coffee shops and restaurants, a community park, a nine-hole disc golf course and public library. The small downtown is home to shops specializing in antiques, gift items and art. Festivals and events fill the calendar year from February through December, ranging from distance bike rides, Plain Aire Painting, a classic car show to a Holiday Celebration complete with

parade.

The cost of living is lower in Gadsden County than in its neighboring counties and new homes can be purchased with acreage if one desires and built to your specifications. Located only 12 miles north of Tallahassee, Florida's state capital, Gadsden County residents have easy access to two four-year universities: Florida Agricultural & Mechanical University and Florida State University. A top-ranking community college - Tallahassee Community College, is also within driving distance.

Cultural opportunities are within easy reach including the Artists Helping Artists Gallery in Havana, to theater and concert series offered at the nearby universities and community theater in Quincy Florida.



City Government



The Town of Havana was established in 1906. The Charter and Code create a council/ manager form of government. The Council is composed of seven members elected at large for two-year terms. Annual elections allow for overlapping terms. The Mayor is elected by the Council annually. The average tenure of council members is around six years.

The Town Manager position is established in the Charter. The Clerk, Attorney and Police Chief are all appointed by the Manger and require approval of the Council.

The Town operates a Police Department, a volunteer fire service, a Public Works Department and Parks & Recreation. Utilities include water, sewer, gas, electric systems. The Town contracts with a private company for refuse collection and disposal. The Town has 27 full time, 6 part time and 11 volunteer employees. The annual budget for the General, Special Revenue and Utilities Funds total \$14,490,172 for revenues and expenditures, excluding transfers between funds.

Qualifications

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 as well as experience as a local government manager or assistant manager. Residency is required by the Town Code but can be waived by the Town Council.

Through the recruitment process, the Town Council has identified several priorities for their new Town Manager.

- Government budgeting/ finance skills
- Grant writing, management and reporting skills
- Ability to foster effective council/ manager relations
- Ability to create and maintain positive community relations/ have an open-door policy
- Understanding and support of Florida open records and public meeting laws
- Ability to build consensus between divergent groups
- Exercises good judgement and effective decision-making skills
- Is honest/ Ethical/ and has high level of integrity
- Ability to keep current on multiple projects and to keep the council updated
- Ability to execute council policy and directives timely
- Is outgoing, confident and proactive
- Is positive and approachable
- Has good listening skills
- Values and embraces cultural diversity
- Has experience in economic development
- Has experience in utility system management including electric, gas, water and sewer systems

Selection Process

To apply, submit a cover letter and resume 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 Human Resources page on the Town Website at <https://townofhavana.com>.

All submittals are public records with the State of Florida. Successful applicants will be interviewed in late April or May and will be subject to a background check.

The Town Council will provide a competitive salary and benefits. The starting salary will be between \$85,000 and \$110,000 depending on qualifications. The Town Manager is a member of the Florida Retirement System in the Senior Management Class.

