



— POSITION AVAILABLE —

TOWN MANAGER

Apply ASAP but no later than May 16, 2025

Welcome to Orange Park, a riverfront suburban town just 16 miles south of Jacksonville. Characterized by its small-town feel and welcoming community, Orange Park is a pocket-sized paradise offering a break from nearby large-Town bustle. From its family-friendly parks and fun nightlife, to its rich heritage and community-wide festivities, Orange Park has a little bit of everything for everyone.

The Town has abundant recreational opportunities to further enhance residents' quality of life. For instance, many regard Orange Park as a waterfront sanctuary. Sitting adjacent with the St. Johns River, people love spending an afternoon boating, fishing, kayaking, and paddling. Other outdoor pastimes include biking and jogging along Black Creek Trail (five miles south). Golfers eager to have their tee time can enjoy the courses at Eagle Harbor Golf Club (six miles south), Orange Park Country Club (five miles west), or Eagle Landing Golf Club (13 miles west). Nearby is Jennings State Forest (15 miles west), where visitors can camp, hike, hunt, paddle, and picnic.

Additionally, the Town has a myriad of park options, such as Town Hall Park, Clarke House Park, a new Dog Park, and Bradley Park, a 10-acre conservation park at Nelson Point. Orange Park Skateboard Park is also a great option for skateboarding and inline skating during dry weather. Active families can head over to Orange



Park Sports and Recreation Park with various sports courts. This park is also home to the Orange Park Athletic Association, which offers youth activities like basketball, tackle football, and cheerleading.

Having enough amenities is not an issue in Town. Kingsley Avenue hosts enough restaurants to meet everyone's cravings, such as Grumpy's Restaurant, Palermo Puerto Rican Kitchen, and OP Fish House and Oyster Bar. Nightlife along Park Avenue includes pool tables and live music at Cheers Park Avenue, karaoke and darts at Park Avenue Billiards, and poker tournaments at Bestbet Orange Park. Avid shoppers – and those simply on a window-shopping escapade – can get their steps in at the Orange Park Mall, just three miles northwest of the Town. For those who love performing arts, the Orange Park Community Theatre (three miles southwest) and Thrasher-Horne Center (seven miles southwest) have numerous performances throughout the year.

Moreover, Orange Park has robust calendar of events. In January, Arbor Day is celebrated to commemorate the Town's longstanding Tree Town U.S.A. recognition, and in May is the Town's annual Memorial Day service. One other popular event is the Orange Park Fall Festival, which has grown every year to now draw over 40,000 people from Florida and Georgia.

Another all-time favorite is the Town's Farmers' and Art Market. Voted "Best Farmers' Market in Northeast Florida" (Best of Florida, 2023), the Orange Park Farmers' Market is generally held on the first and third Sunday of each month from September to June. Visitors and residents love meandering through outdoor stalls, with over 100 vendors, while they hunt for treasures like hand-crafted jewelry, soaps, local honey, homemade baked goods, and locally grown produce.

The Town also has various guided tours for everyone, from the most enthusiastic history buffs to the casually curious visitor. Led by Bob Scallan (a history teacher and dedicated member of the Historical Society of Orange Park), these include a one-hour Orange Park Tour at Urban Bean Coffeehouse and a 45-minute Magnolia Cemetery Tour at Veteran's Memorial. For those seeking another glimpse into the past, Clarke House is a distinct site. Listed on the National Register of Historic Places, the Clarke House is a 1912 snapshot of a founding family dedicated to serving their community.

Orange Park is a great place to call home. Indeed, this tight-knit community of friendly neighbors thrives on its sense of

togetherness. Residents are drawn to the Town's unique combination of safety, convenience, and vibrant community life. Healthcare is excellent, with HCA Orange Park Hospital listed as one of the top 100 "Best Hospitals in America" in 2025 by Healthgrades. This recognition is limited to the top 2% of hospitals of the country that have met rigorous clinical experience standards among 4,500 hospitals nationwide.

Additionally, crime rates are comparable to national averages. Although the Town of Orange Park is in a busy north-end section of Clay County, the crime rates and volume of crimes are generally lower than surrounding areas. Residents feel safe overall, and the police are visible and responsive. The Police and Fire Departments ensure a secure environment, fostering a sense of peace and well-being.

Within the Town's boundaries are two public elementary schools and one junior high school. Among these, Orange Park Elementary (OPE) is highly rated. In 2024, OPE was ranked as #1 in Florida and has consistently been listed as an A-ranked school. The Town also contains private and charter schools, which broaden the education resources available to residents. For those seeking higher education, Orange Park is near many respected campuses. Less than seven miles southwest is the St. Johns River State College, a two-year public college that is part of the Florida College System. Heading toward Jacksonville are the campuses of Florida State College at Jacksonville–Downtown Campus (15 miles north), Jacksonville University (21 miles north), and University of North Florida (21 miles northeast).

Living in Orange Park is quite affordable. The area has several housing options, such as single- and multi-family homes, condominiums, and townhomes. As of April 2025, median listing price is \$340,000 with a median sold price of \$321,900. A three-bedroom, two-bathroom home with approximately 1,600 square feet may be listed for \$390,000.

Although Orange Park itself does not have any professional sports teams, sports enthusiasts need not despair. In nearby Jacksonville are the Jaguars (NFL), Jumbo Shrimp (MiLB), Giants (ABA), Icemen (ECHL), and Sharks (Indoor Football League). The region also has a plethora of other intercollegiate and minor league teams to support.

The Town's location offers a desirable "small-town feel" while maintaining easy access to amenities and opportunities of nearby cities. For instance, Jacksonville provides many great entertainment alternatives, such as the Jacksonville Center for the

Performing Arts, the Jacksonville Zoo and Gardens, and the Museum of Science and History. Less than 140 miles south is Orlando, home to many world-famous amusement parks (e.g., Walt Disney World, Universal Studios, Legoland, and SeaWorld).

Travelers needing to head out of Orange Park have several great options. Those traveling by car can easily get onto Kingsley Avenue, U.S. Highway 17, and Interstate 295 within a matter of minutes. If flying, Jacksonville International Airport is 30 miles north, Gainesville Regional Airport is 55 miles southwest, and Daytona Beach International Airport is 90 miles south. Cruise enthusiasts can embark at any of several Florida locations, including JAXPORT (less than 30 miles northeast), Port Canaveral (160 miles south), and Port Tampa (180 miles southwest).

Hosting an abundance of recreational activities, year-round community festivities, and a proud heritage, the Town is sure to enrich and engage. Truly, this Town is a great place to live, raise a family, and grow professionally. If any seasoned professionals are hoping to become the next Orange Park Town Manager, please apply!

HISTORY

The area presently known as Orange Park began its more established history during Florida's second Spanish period in the 1700s. At the time, the Spanish governor gave William Pengree a land grant, and in turn, named the area as Laurel Grove. Here, the land became a citrus and cotton plantation. After William Pengree's death, Zephaniah Kingsley purchased the 2,600-acre Laurel Grove in 1803 and established a model farming plantation that lasted over a decade.

In 1877, the Florida Winter Home and Improvement Company purchased over 8,000 acres in the region and renamed the area Orange Park. The Company subdivided the land, laid out the town's street system (including Kingsley Avenue, River Road, and Plainfield Avenue), and planted orange trees to attract buyers. In 1879, Florida Legislature incorporated the Town of Orange Park. Around this time, a hotel and a 1,200-foot pier were built to boost tourism.

Over time, Orange Park became a distinguished destination. In 1891, the Town opened the Orange Park Normal and Industrial School. This building was the only unsegregated school in Florida at the time, though the school eventually closed in 1913

due to Jim Crow laws. In 1922, the Loyal Order of Moose established the 63-acre retirement community known as Moosehaven for the fraternal organization's retired members.

The Town of Orange Park has evolved into the northeastern gateway to Clay County, experiencing significant commercial and residential growth. The Town has consistently invested in infrastructure and public services, exemplified by the construction of the New Town Hall (1995) and the Public Safety Building (2003). These and many other developments reflect the community's character and forward-thinking spirit.

CLIMATE

The Town of Orange Park experiences a subtropical climate. Summers are hot and humid, with average temperatures between the 60s and low 90s. July is the hottest month, with an average high temperature of 92.1° F and a humidity level around 71.9%. Outside of summer, the climate is much more pleasant and comfortable. Winter is characterized as mild, with average temperatures between the low 40s and low 70s. Although January is the coldest month in Orange Park, the coldest nighttime temperature is well above freezing at 41.4° F.

Average annual rainfall is 51 inches, and snow is exceptionally rare. Hurricane season is June through November, though these

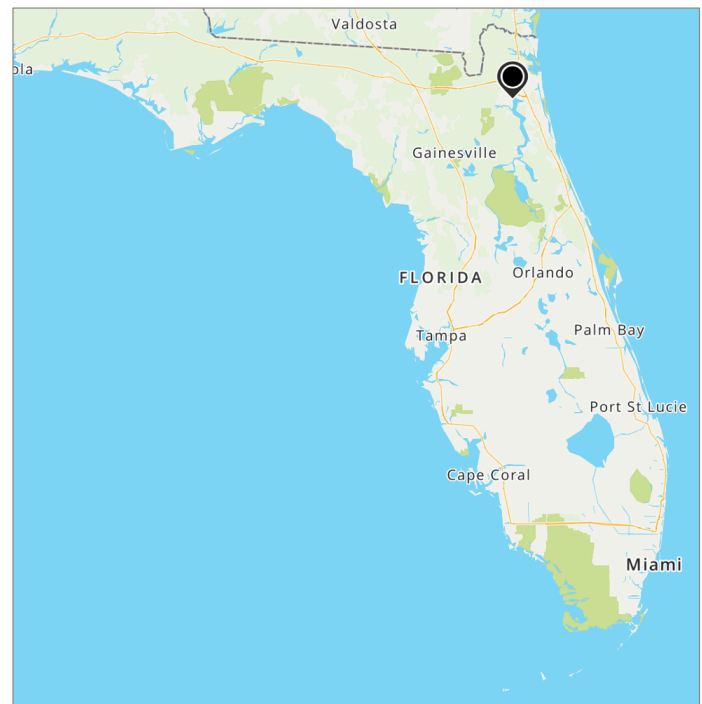


Figure 1: Location of Orange Park, Florida

Table 1: Orange Park Demographics

Distribution by Race		Distribution by Age	
White	68.6%	0 to 15	15.9%
Black	15.2%	15 to 25	7.2%
Asian	3.0%	25 to 45	23.9%
Native American	0.4%	45 to 65	28.0%
Some Other / Two or More Races	12.8%	65 to 85	20.1%
Total	100.0%	Over 85	4.9%
Hispanic (all races)	10.1%	Population 9,062	

Educational Achievements (25 & Over) and Other Statistics	
High School or Higher	92.5%
Bachelor's Degree or Higher	29.4%
Median Age—Orange Park	48.2
Median Age—U.S.	38.9
Median Household Income—Orange Park	\$74,564
Median Household Income—U.S.	\$74,580
Poverty Rate	15.5%

Source: U.S. Census Bureau

Table 2: Principal Non-Government Employers, Clay County, FL

Employer	Industry	Number of Employees
HCA Florida Orange Park Hospital	Healthcare	1,647
Wal-Mart	Retail	1,172
Publix Super Markets	Supermarket	863
Bestbet Orange Park	Gambling Facilities and Casinos	832
Ascension St. Vincent's Clay County	Healthcare	772
Applied Business Solutions	Business Consulting and Services	574
Vallencourt Construction	Construction	557
Winn-Dixie Stores	Supermarket/Retail	492
General RV	RV Dealership	477
Home Depot	Home Improvement Retail	417

Source: Clay County, FL 2023 ACFR

storms infrequently affect the area. Generally, wind and some minor flooding are the biggest issues.

GEOGRAPHY

Orange Park is located in the northeastern section of Florida. Part of Clay County and a southern suburb of Jacksonville. The Town is within the Jacksonville, Florida Metropolitan Statistical Area. Orange Park encompasses 5.32 square miles, comprised of 3.64 square miles of land and 1.68 square miles of water. Average elevation is 13 feet above sea level.

The Town is approximately 16 miles south of Jacksonville, 57 miles northeast of Gainesville, and 171 miles east of Tallahassee. Major roadways in Orange Park include State Road 224/ Kingsley Avenue (running east-west) and U.S. Highway 17/Park Avenue (running north-south). Interstate 295 runs east-west along sections of the Town’s northern border. The closest point of the Georgia-Florida state border is about 40 miles northwest. Directly to the Town’s east is the St. Johns River, and approximately 30 miles east is the North Atlantic Ocean. The Town is also due north of Doctors Lake.

See Figure 1.

DEMOGRAPHICS

Orange Park is home to a significant retiree population. In fact, Orange Park has been ranked as #8 for the “Top 10 Places to Retire in America” (SmartAsset, 2021). As previously mentioned, Moosehaven is an exclusive retirement community for the fraternal organization the Loyal Order of Moose. Moosehaven has been recognized on the U.S. News & World Report “Best Nursing Homes” 2025 list for long-term care and short-stay rehabilitation.

See Table I for the Town’s demographic profile.

COMMERCE

Among the Town of Orange Park’s principal employers are Moosehaven (senior living industry), Ascension St. Vincent’s (healthcare industry), Town of Orange Park (government industry),

Bestbet (gambling facility and casinos industry), Winn-Dixie (supermarket/retail industry), and Brooks Rehab (health and rehabilitation industry). Further information regarding Orange Park's principal employers is not available. As such, see Table II for Clay County's principal non-government employers.

THE GOVERNMENT

Orange Park operates under a Council-Manager form of government. The Town Council is made of five members, with the Mayor and Vice-Mayor selected within Council. Elections are held at-large and are staggered to be held the second Tuesday of April each year. Two seats are generally subject to elections each year, with only one seat on the ballot every third year. Term length is three years, and elected officials may serve up to three terms. The previously scheduled election in April 2025 will not be held as all candidates ran unopposed.

Town Council is comprised of members with varying experiences. One Councilman has served since May 2022, another (presently the Vice-Mayor) since May 2023, and two Councilmembers since May 2024. One Councilmember has served since May 2019 and has served as Mayor since May 2021. Although the Council brings different perspective to the Council, each Councilmember is respectful, and rarely, if ever, argue.

The Town Council directly appoints the Town Manager and Town Attorney. The Manager is the chief administrative officer of the Town. He/she provides recommendations for departmental leadership and the Town Clerk, all of which must be approved by Council. The Manager serves at the pleasure of Council and may be removed by simple majority vote of all members of Town Council.

For fiscal year 2025, Orange Park has a total budget of \$40,597,949 and a general fund budget of \$16,782,243. The Town provides numerous services, such as the Police Department (including Police Services, Animal Control, Code Enforcement, SROs, and 911 Dispatchers), Fire Department (Fire and Rescue), Public Works (Water, Wastewater, and Stormwater), and a cemetery. Some services are provided through a third-party contractor, such as Electric through JEA and Waste Collection through WM. See Figure ## for the Town's organizational chart.

Orange Park employs 115 individuals, consisting of 97 full-time and 18 part-time employees. Of these, seven employees report

directly to the Town Manager – the Finance Director, Public Works Director, Police Chief, Fire Chief, Economic and Community Development Director, Town Clerk, and HR Manager (currently vacant). The Town also has unionized employees. LOCAL 2668 represents Fire Department employees; Local 630 and LIUNA represents Public Works employees; and the Florida State Lodge Fraternal Order of Police represents Police Department employees.

THE CHALLENGES AND OPPORTUNITIES

First and foremost, the Town Manager will need to work with the Council to ensure the Town has a vision everyone understands. To implement this vision, long-term goals need to be created. These goals will bring together all the necessary elements to ensure the enduring health and well-being of the community over the next 20 years.

Second, although it has made some notable progress, Orange Park is ripe for and needs more redevelopment. It is the key to the Town's future. The good news is the Town Council actively supports the right kind of redevelopment. The challenges are (1) to be ready for the coming re development – studying the Town and determining which properties to address and approaching infrastructure needs. (2) to be selective (getting the right kind of redevelopment in addition to more offices and businesses, more owner-occupied housing), and then (3) to facilitate it quickly and efficiently.

In a related issue the Town is looking to create a Town Square that will embody the community and promote future growth and ambitions. The Town is currently working with developers and consultants in working toward making this dream a reality. Also, the Town's sports and recreation park is beginning to show its age. Eventually this complex will need to be upgraded or replaced to make it more useful and attractive.

Third, while the Town welcomes redevelopment, it is committed to protecting the businesses that are here and make the Town what it is. No one wants to lose the vitality its local restaurants and small businesses bring. They, along with recreational activities, are a regional draw, and everyone in Orange Park wants them to stay.

Finally, the next Town Manager will need to take a hard look at the framework of the Town, and possibly restructure the budget. While the Town is financially healthy, the Council wants to ensure that funds are spent wisely and conservatively. This will



help to safeguard the vitality of the Town's vision, the staff, and the community.

Orange Park's efforts to continue to improve its residents' quality of life will require the Town to work with other local cities, the county, and state officials. Hence, intergovernmental relations and working together to resolve regional issues (flooding from tropical storms, homelessness) that impact Orange Park will be important.

THE IDEAL CANDIDATE

Orange Park is seeking an experienced manager who has demonstrated he/she is also an outstanding leader, and who is ready for a new challenge! The Town Council wants someone to work with it as a partner, a supporter and a trusted advisor. The individual will be a practical visionary who realizes his/her job is to implement the Council's policies and direction. The manager will be a consensus builder yet not afraid to speak up when he/she feels a course correction is needed. The Council is not looking for a "yes" person, but someone they can count on to always provide their best professional opinion, diplomatically and in the appropriate setting. He/she will work to ensure every Councilmember's views are being heard and considered. Communication will be frank, free-flowing, and without surprises. The individual will be very open, approachable, and believe strongly in transparency.

The Town expects the next Town Manager to be a true professional with outstanding communication skills (verbal, written, and listening). The individual will be involved in the community and equally comfortable conversing with citizens and stakeholders from all walks of life. He/she will believe strongly in transparency and accountability.

The ideal candidate will set goals and rely on his/her subordinates to do their jobs. The individual will not be a micromanager but

someone who expects to be informed and will hold the staff accountable. He/she will encourage creativity while realizing not every great idea will be successful. The manager will be a mentor and encourage staff development and decision making. The individual will recognize that no one has a monopoly on knowledge, that input is an important part of the process, and that the diversity of opinion will only make the projects and programs better. Building and maintaining a high level of staff morale will be important to the Manager.

Personally, the Town is looking for someone who is energetic, positive, approachable, receptive, open, and honest. The ideal candidate will have nerves of steel and will always be calm with a sense of humor whether it be in a council meeting, a storm, or a local event. The individual will be confident in his/her abilities and decisive.

The Manager will be a critical thinker. While respectful of past and current processes, he/she will always ask if there is a better way to conduct business and to solve problems. Analytical skills and knowledge of how to utilize information technology to optimize processes and better communicate with the public, are paramount. The Manager will likely need to review the operation from top to bottom to ensure the taxpayers are receiving the best possible service in return for what they pay.

The candidate will be visionary yet down to earth and practical – someone who is receptive to criticism with a focus on solving problems and moving on to the next issue. The best candidate will be someone who understands politics but does not get involved. He/she will also realize giving credit to others is often the best way to get things done.

The individual will have demonstrated skills in management, finance, and redevelopment. The position requires a bachelor's degree in business administration, public administration, public policy or related field and five to ten years of increasingly responsible experience as a senior level government or private sector executive. A master's degree is preferred but not required. Finally, while Orange Park has its challenges, it is a true treasure and wants a manager that is committed to remaining in this position for 5-10 years.

COMPENSATION

The salary range is \$155,000 to \$190,000. The salary will depend on qualifications and experience. Benefits are excellent. The

Town Manager will select his/her own pension plan with the Town contributing.

THE MOST RECENT MANAGER

The previous Town Manager accepted a position with another municipality. This individual served the Town for 16 years, while serving as Town Manager for 7 years.

RESIDENCY

According to Orange Park Town Code, the Town Manager is not required to be a resident of the town or Florida at the time of appointment, but he/she may reside outside the Town while in office only with the approval of the Council.

HOW TO APPLY

E-mail your cover letter and resume to Recruit24@cb-asso.com by May 16th. Please apply ASAP as resumes will be screened as they arrive. Questions should be directed to Ron Williams at (305) 338-8990, Scott Krim at (801) 628-8364, or Colin Baenziger at (561) 707-3537.

INTERNAL CANDIDATES

The Town Council is committed to a level playing field and the best person will be selected for the position, whether internal or external.

CONFIDENTIALITY

Under Florida's public records act, a submitted application is deemed a public record. As a practical matter, we do not expect media coverage until at least the semifinalists are named, and perhaps not even then.

THE PROCESS

Applications will be screened between May 17th and June 23rd. Finalists will be selected on June 24th. A reception and interviews will be held on July 10th and 11th. A selection will be made shortly thereafter.

OTHER IMPORTANT INFORMATION

The Town of Orange Park is an Equal Opportunity Employer. It strongly encourages women, minorities, and veterans to apply.

ADDITIONAL INFORMATION

For additional information about the Town, visit:

www.townoforangepark.com/
www.claychamber.com/
www.chooseclay.com/
www.visitflorida.com/places-to-go/northeast/orange-park/

Town Budget (2024–2025)

www.townoforangefl-my.sharepoint.com/personal/crusso_townop_com/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fcrusso%5Ftownop%5Fcom%2FDocuments%2FDocuments%20for%20Website%2F2024%2D2025%20ADOPTED%20BUDGET%2Epdf&parent=%2Fpersonal%2Fcrusso%5Ftownop%5Fcom%2FDocuments%2FDocuments%20for%20Website&ga=1

Annual Comprehensive Financial Plan (Clay County, 2023)

www.clayclerk.com/uploads/2024/04/2023-Clay-County-ACFR.pdf

Comprehensive Plan (2040)

Volume I (Goals, Objectives, and Policies) –

www.townoforangefl-my.sharepoint.com/personal/edockery_townop_com/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fedockery%5Ftownop%5Fcom%2FDocuments%2F2018%2D10%2D16%5FOrange%2DPark%2D2040%2DComprehensive%2DPlan%2DVol%5F1%5FGOPs%281%29%2Epdf&parent=%2Fpersonal%2Fedockery%5Ftownop%5Fcom%2FDocuments&ga=1

Volume II (Support Document) –

www.townoforangefl-my.sharepoint.com/personal/edockery_townop_com/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fedockery%5Ftownop%5Fcom%2FDocuments%2F2018%2D10%2D16%5F2040%2DComp%2DPlan%2DVol%5F2%5FSupport%5FDoc%281%29%2Epdf&parent=%2Fpersonal%2Fedockery%5Ftownop%5Fcom%2FDocuments&ga=1

Strategic Plan

www.townoforangepark.com/p/our-town/visioning-2040/about

