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FLORIDA CITY AND COUNTY MANAGEMENT ASSOCIATION
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Home Page: <http://www.fccma.org>

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New In This Issue

Update from Legislative Policy Committee
“Dealing with Change and Employee Morale”
FCCMA Awards
“City of Coral Springs” Journey to the Sterling and Malcolm Baldrige Awards”
Request for Information
Department of Defense USSERA Law Compliance Training

Great News!

All of the Coaching Program’s Phone Panels and the regional district training count toward ICMA’s credentialing hours.

Maintaining Positivity in Tough Times

By Lynn Tipton, Executive Director

Without sounding too much like a Hallmark greeting card, I thought I might close out this calendar year with some encouragement to my favorite public servants – the hardworking city, county and local government managers and members of their respective management teams. You don’t need me to tell you it has been a tough year on a number of fronts. State CFO Alex Sink recently was the speaker at my Kiwanis Club meeting, and there weren’t many hopeful statements in her remarks – but I kept trying to find encouragement in her words.

Earlier this year in this column I talked about the tremendous opportunity all of us have to find innovative solutions during the toughest times – and I still believe it. But, if your energies are waning or you’re feeling discouraged, I want to help bank those coals of enthusiasm for the wonderful work all of you are doing.

The best fires are built with a layered foundation that allows for air to draft through, while keeping the heat centralized and burning evenly (*this from the daughter of the former administrator of the National Fire Administration – so we learned how to build fires!*). I think it is a fitting metaphor for the situation we’re in across the state: we need fresh air to come through and energize our fires, while keeping the foundational layers in place so that the embers stay hot and heat (our services and programs) can properly emerge. That fresh air can be volunteers, your councils or commissions, your employees, the advice of a friend or colleague, maybe a citizen, or an exciting article you’ve found—there are many sources. Sometimes, it isn’t until the end of the day (or as

I'm falling asleep) that I realize how many good ideas I've come across in a day – and that I've often ignored them or set them aside. I recently went through a “wish” file I've kept of good ideas over the past five years – and most of them are still good ideas! Now, I've got to find a way to put them into action.

The hardest aspect of this for those in our field right now is to not run out of fuel – we may not see more fuel sources for a half-year or longer, and that makes it hard to plan for the future. I hope the members of this association will share their ideas with one another – we are our own best resource! And, if it is time to take a few days off so that you can rekindle your own energy source, I hope you'll do it! My best wishes to each of you for the holidays and to a year of excellence in 2009.

2009 Winter Institute

Don't miss this year's Winter Institute. Well-known author and consultant, Peter Block, is the facilitator whom many of you know from Transforming Local Government Conferences. His latest book entitled: *Community: The Structure of Belonging*, was released this spring and has been very well received.

If you have not received your registration brochure, please contact Carol Russell at (850) 222-9684 or crussell@flcities.com as soon as possible. The Institute is restricted to 80 managers, assistants or ICMA-credentialed managers; and it is filling up. The deadline for hotel reservations is January 5, 2009.

Update from Legislative Policy Committee

By Vince Long, Deputy County Administrator, Leon County

On behalf of the Legislative Policy Committee, please find the following update. Throughout session, we will provide information on the most up to date happenings at the Legislature and will seek your active assistance through our “calls-to-action” to support FCCMA's 2009 legislative priorities.

Revenue Estimating Conference Numbers Are In

On Friday, November 21, 2008, the long awaited Revenue Estimating Conference (REC) convened to review the state's general revenue collections for FY 09 and FY 10. The REC is a collection of economists from different branches and agencies of state government that forecast tax collections, measure the strengths and weaknesses of the economy, and identify the factors attributing to economic performance and trends. The REC provides a budgeting framework for the Legislature as it begins to hold meetings in the winter prior to the spring legislative session.

As expected, the REC provided a bleak overview of the state's current revenue collections for FY 09 and the anticipated revenues for FY 2010. The estimate of general revenue collections for FY 09 was reduced by another \$1.4 billion, or 6.0% below the August estimate. The revenue reductions were attributed to three economic issues:

- The “virtual shut-down of the credit market” constraining the housing market, consumer expenditures, and business investment.
- The “spread of the national recession to a global recession” having spillover effects on tourism and export growth.
- The deterioration of wealth from heightened job losses, the depreciation of home values, and the decline in asset values all affecting discretionary spending.

This is the third year in a row of declining state revenues. The REC also reduced its general revenue estimate for FY 2010 by \$2.3 billion but expects some improvement in the state economy toward the end of FY 10. Despite this expected improvement,

revenue collections are not anticipated to exceed FY 06 levels within the forecast horizon.

Calls for Special Session

There have been various calls for a special session to address the state's revenue shortfall for the current fiscal year but the Governor and Speaker of the House have been reluctant issue the call. Due to the budget shortfall, the Legislature is in a similar position to last year. Rather than calling a special session in early 2008 to balance the budget, the Legislature waited until the first week of the regular session to balance the state budget. Legislators officially began the 2008 legislative session by cutting over \$500 million in the FY 08 budget that it approved in May 2007.

Legislators do have another short term option. In the FY 09 budget approved in May 2008, \$1.4 billion in reserves was set aside for the Governor to tap in case of a budget shortfall. To date, the Governor has sought over \$600 million from the reserves to maintain state programs and still has access to \$800 million in reserve accounts, which is still \$600 million short of the state's current deficit.

No Community Budget Requests This Year

Each year, local governments submit appropriation requests through the Community Budget Issue Request System (CBIRS) and the respective Local Legislative Delegations. Senate President Atwater and Speaker Sansom issued a memorandum notifying the public that the CBIRS process will not be opened this year due the state's fiscal challenges

The closing of the CBIRS process significantly reduces local government's opportunities for funding in a year that we all already knew would be challenging. While local government lobbyists will no doubt continue to seek funding opportunities for local projects, it is advisable to focus on grant requests through state agency programs.

FAC and FLC Approves Legislative Priorities

The Florida Association of Counties and the Florida League of Cities held their Legislative Conference in November to finalize legislative priorities. The FCCMA legislative committee will coordinate our common legislative issues with FAC and FLC in the coming session.

“Dealing with Change and Employee Morale”

District IV will hold its District Training on January 9, 2009 from 9:00 a.m. – 4:00 p.m. at the Lakeside Facility, 10410 N Military Trail in Palm Beach Gardens. The topic will be Dealing with Change and Employee Morale.

The employee morale session will address: strategies for keeping employees engaged and committed, motivation methods for today's difficult times, no/low cost recognition and reward strategies and management of Generation X and Generation Y employees as well as the other employees in the work place.

The managing in changing times session will address: the numerous changes that confront public employers and will offer practical solutions for dealing with them, the three stages of change, practical methods to deal with employees' resistance to change and getting employees to become change agents rather than fighting change.

These sessions are designed as a forum for the exchange of ideas and best practices rather than being lecture-oriented. Participants will be able to take away several ideas that can be implemented in their work places.

The workshop facilitator will be Ralph M. Parilla, Jr. who is a south Florida consultant that has conducted training programs, facilitated meetings and made convention and seminar presentations for client organizations in the public and private sectors for 22 years. The guest lunch speaker will be Bob Lee who will introduce the Center for Local Government Excellence and discuss the Center's current projects.

The cost per participant will be \$35 and will include lunch. For more information, contact Sarah Shannon at the John Scott Dailey Florida Institute of Government at Florida Atlantic University at (561) 297-3749 or sshannon@fau.edu.

B. Harold Farmer Scholarship

The B. Harold Farmer Scholarship brochure and application was mailed in November to all affiliate and student members. Several copies were also mailed to each of the universities. In order to qualify, you must be enrolled during the summer or fall of 2009 and pursuing a public administration or related degree at a Florida university. The recipient will receive a \$2,500 scholarship and all related costs of attending the conference. Completed applications must be received by 5:00 p.m. on February 13, 2009. If you would like a copy of the brochure, please email Carol Russell at crussel@flcities.com for a copy.

FCCMA Awards

The 2009 FCCMA Annual Conference is rapidly approaching. Awards will be presented at the Annual Conference to Members with 5, 10, 15, 20, 25, 30, 35 and 40-plus years of membership/service with FCCMA; Award for Career Excellence; The Michael J. Roberto Award for Career Development; Assistant for Excellence in Leadership; Program Excellence Awards will be given in two categories: Community Partnership and Community Sustainability; and the Innovation in Communications and Technology Awards. A brochure will be mailed in early January to all FCCMA members. To apply for the awards, submit your application by March 6, 2008 by 5:00 p.m.

If you have any questions, please email Carol Russell at crussel@flcities.com or Lynn Lovallo at llovallo@flcities.com.

“City of Coral Springs: Journey to the Sterling and Malcolm Baldrige Awards”

The American Society for Quality Section 1515 is proud to bring ASQ members, The Government Sector and the general public a unique program featuring Ms. Susan Grant, Director of Human Resources for the City of Coral Springs. During her 16-year tenure in that position, the City has implemented a quality initiative that culminated in the City winning the 1997 Florida Governor's Sterling Award for Organizational Excellence, becoming the first municipal government to win a state-sanctioned Malcolm Baldrige-based award.

In 2003, the City became the first repeat winner of the Sterling Award. As team leader for the City's Baldrige application writing team, Ms. Grant guided the effort that lead to the City being awarded the Malcolm Baldrige Award in 2007, the first year the award was open to governments and non-profit organizations.

On January 22, 2009, Ms. Grant will present an overview of the strategy, tools and methods used by her team to attain the highest levels of Quality. In addition, Ms. Grant will share some of the lessons learned in the City of Coral Spring Journey and provide advice for those seeking to embark on their own pursuit of Excellence. This will

be held from 3:30 – 4:30 p.m. at NCCI Holdings, Inc., 901 Peninsula Circle in Boca Raton.

In-person attendees should pre-register at www.asqpalmbeach.org and should arrive by 3:00 p.m. Webinar attendees should e-mail to emb109@aol.com with “Webinar” on the subject line for registration instructions. The cost is \$15 for either the webinar or in-person attendees.

Request for Information

By way of introduction I am a retired Vietnam veteran who is writing a book about Vietnam War memorials across America. I am writing to request your assistance with information about any Vietnam War memorials in the Florida counties and or communities you support and live in.

I am interested in both specific Vietnam War memorials as well as multi-war or veterans memorials that include any inscription, dedication, or other tribute, to Vietnam veterans. The following are the Florida Vietnam War related memorials that I have some information on:

Archer, High Springs, Melbourne, Crystal River, Lake City, Jacksonville, Pensacola, Apalachicola, Deland, Cape Coral, Fort Myers, Tallahassee, Bradenton, Orlando, Kissimmee, Tampa, Tarpon Springs, Bay Pines, Fort Meade, St Augustine, Perry, and Lake Butler.

If you have information on the above memorials or know of any additional Vietnam War related memorials in your area I would appreciate any information about the memorial and it's location you could provide. If there is anyone else you think may be able to provide information I would appreciate your forwarding this to them.

At present there is no complete or comprehensive reference book for Vietnam War memorials. My intent is to correct that with my book in hopes that once it is available many others will visit these memorials then now do.

You may contact L. Nick Hansen at 1630 Susan Road, Lake Ozark, MO 65049; or nick.hansen@US.ARMY.MIL.

Department of Defense USSERA Law Compliance Training

The Department of Defense civilian employment data indicates that city and county governments are heavily impacted by employee service in the National Guard and Reserve. The Department of Defense provides employers no cost information and training on compliance with the Uniformed Employment and Re-employment Rights Act (USERRA).

Employer Support of the Guard and Reserve (ESGR) is the Department of Defense Agency that has been chartered to provide USERRA information and training throughout the United States. We have a staff of over 1,000 trained USERRA Ombudsmen that can provide briefings to city and county personnel executives and supervisors of any size. In addition to our Ombudsmen training, a USERRA Supervisor Training DVD has been produced that provides answers to a variety of employer questions related to employee service in the National Guard and Reserve.

This USERRA Law compliance training is a true no cost benefit that has proven to be extremely effective to city and county governments with a large density of employees who serve in the National Guard and Reserve.

For more information, contact Tom Bullock, Chief, Employer Outreach, Department of Defense Employer Support of the Guard and Reserve at (703) 696-1386, ext. 537 or tom.bullock@osd.mil.

Ask A Coach

Below is the question for this month:

Earning Stripes

What “credentialing” type activities would you suggest to an individual who does not yet meet the criteria to be an ICMA Credentialed Manager, in hopes of soon becoming a local government manager? *Earning Stripes*

Dear Earning Stripes,

Education should be an important component. Personally, I have a Ph.D. I have never regretted having the extra years of education even though my current field does not necessarily require it. *Oel Wingo*

Even though a Manager is perceived to be a “generalist,” it never hurts to develop your own niche in local government. Whether it be economic development, growth management, budget and finance, technology or some other field, that niche can be your path into a great job. Subsequently, I would concentrate on activities that would develop that niche while affording you good networking opportunities. *Lee Feldman*

Attending conference sessions and employee offered training opportunities are appropriate, but I think credentialing has short changed the basic need to continually “read” challenging and current literature from books and periodicals both professionally oriented and general literature on the humanities, technology, and science. Lifetime learning and its pursuit is far more important than simply checking off credentialing requirements. *Randy Reid*

MIT News and Update

Listed here are the current members-in-transition. **Susan Boyer**, former manager of Crystal River, sboyerhwood@aol.com; **Pamela Brangaccio**, former administrator of Broward County, pbrangaccio@tampabay.rr.com; **Matt Brock**, former manager of Grant-Valkaria, mattbrock42@hotmail.com; **Kent Cichon**, former manager of Jasper, kcichon@hotmail.com; **Jim Coleman**, former manager of Williston, jfc Coleman@embarqmail.com; **Richard Diamond**, former manager of Bunnell, richarddiamond@cfl.rr.com; **Jim Gallagher**, former manager of Dundee, jgallagher27@tampabay.rr.com; **Wally Hill**, former deputy county administrator of Hillsborough County, wallyhillpeoplepc.com; **Patricia Jackson**, former manager of Eagle Lake, pjackson95@tampabay.rr.com; **Lillie Latimore**, former manager of Pahokee, llatimore@aol.com; **Tom Moffses, Sr.**, former manager of Madison, moffsesr@gmail.com; **Jeff Naftal**, former manager of Juno Beach, nifty888@bellsouth.net; **D. Wayne O’Neal**, former administrator of Hendry County, wayne.oneal@yahoo.com; **Katrina Powell**, former manager of Fort Meade, ktpowell68@aol.com; **Charles Saddler**, former manager of Dundee, csaddler@tampabay.rr.com; **Issac Turner**, former manager of Ormond Beach, isaacturner@bellsouth.net; **William Underwood**, former manager of Belle Glade, billandperla@comcast.net; **William Whitson**, former manager of Cairo, GA, wwwhitson@aol.com; and **Tom Willi**, former manager of Monroe County, thomas-willi@hotmail.com. Please take a minute to show your support of these MITs by making a phone call or sending an e-mail.

New Members

The following membership applications have been received. If no current member comes forth with a reason why these applicants should not be approved as members, they will be invoiced for dues. **Radoslaw Cylwik**, student, University of North Florida, student member; **Brenda Fettrow**, deputy city manager, City of Cocoa, associate member; **Mark Hammond**, executive director/CEO, Solid Waste Authority of Palm Beach County, affiliate member; **Shannon R. LaRocque**, assistant county administrator, Palm Beach County, associate member; **Lee Leffingwell**, town manager, Mangonia Park, full member; **Michael Morrow**, operations director, City of Palm Beach Gardens, affiliate member; **Jordan L. Rockwell**, management intern, Leon County, student member; and **Michael R. Wright**, administrative manager, Broward County, affiliate manager.

Positions

Equal Opportunity Manager – Alachua County Board of County Commissioners – \$60,133 - \$99,219 Annually. Alachua County is located in North Central Florida, 85 miles from the Georgia State Line - 50 miles from the Gulf of Mexico and 67 miles from the Atlantic Ocean. The county encompasses 969 square miles, and has 95 square miles of water. The area is a haven for leisure travelers, who are attracted to the cultural attractions, scenic beauty, rich historical sites and programs offered by the University of Florida. Alachua County has an exciting opportunity in the Administrative Services Department for a high-energy, productive, team-oriented, and value driven individual to serve the County and Community as an Equal Opportunity Manager. This position plays a key role in leading the County's equal opportunity functions to enhance our ability to attract, retain and develop a wide range of talent by working closely with the Human Resource Office and other county leaders to advance the diversity values. Alachua County offers professional growth, stability, competitive benefits, and a refreshing lifestyle in a fast-growing, diverse community. Equipped with up-to-date technologies and best practices, our employees improve the quality of life for our citizens every day. Successful applicant will be responsible for managing a number of complex assignments in areas including equal opportunity, diversity/inclusion strategies, housing, small/minority business, and the internal monitoring of the County's recruitment/selection/appointment process with minimal supervision and guidance. **MINIMUM QUALIFICATIONS:** Bachelor's degree with major course work in personnel administration, business administration, public administration, social services or a related field and five years of progressively responsible experience in equal opportunity, diversity/ inclusion strategies and small business enterprise assistance programs with at least two years in a supervisory capacity and experience responding to state and federal agencies on charges of discrimination; or any equivalent combination of related training and experience. Successful completion of a criminal history background investigation is required prior to employment. Applicants within six months of meeting the education/experience requirement may be considered for trainee status. This position provides full benefits, i.e. health insurance, annual leave, sick leave, retirement, holiday pay. Apply on-line at: <http://agency.governmentjobs.com/alachua> or mail resume and cover letter to: Alachua County Human Resources Office, P.O. Box 1467, Gainesville, FL 32602. Resumes will be accepted after the date of last posting if deadline is extended. Please direct inquiries regarding this position to (352) 374-5219 for posting dates. Applicants with disabilities will be accommodated in the application process. Preference in initial appointment will be given to eligible veterans and spouses of disabled veterans. Final candidates will be required to successfully complete a pre-employment drug test.

City Administrator – City of Arcadia – (pop. 6,617) The City of Arcadia is accepting applications for the position of City Administrator. Current Administrator scheduled to retire 12/31/2008 after 26 years. Position established by City Ordinance and appointed by the City Council. The City operates as a Council/Administrator form of government with a five member Council elected at large on a non-partisan basis for staggered four year terms. The City has a total budget of \$14 million of which the General Fund budget is \$6 million. The City operates with 88 employees and provides public works, sanitation, parks and recreation, water and sewer utilities, police, municipal airport, mobile home park, and golf course. The police department operates under the supervision of an elected City Marshal. Building inspections, animal control, fire protection, and ambulance provided by interlocal agreement with DeSoto County. Arcadia is the only incorporated area within DeSoto County. The City desires a strong generalist with consensus building skills and the ability to communicate effectively with the Council, public and staff. Minimum educational requirement is a bachelor's degree from an accredited college/university in public administration, business or a related field. A minimum of seven years progressive experience in municipal or county government, with a two-year minimum as manager or assistant manager is preferred. Upon being hired, relocation to the City preferred, but not required. Send resume with salary history to: Rachele M. Baumann, CMC, City Recorder, P.O. Box 351, Arcadia, Florida, 34265. 863 494 2514 Closing date January 15, 2009. All materials submitted become public information under the Florida Public Records Law. EOE/DFWP.

City Manager, Indian Rocks Beach, FL, (population 5,235). Incorporated in 1956, located west of Tampa on the Gulf of Mexico. Indian Rocks Beach is a small, attractive, beachfront city. The City is just over a half square mile and is 2.5 miles long. The City has 37 full-time staff members employed in the following in-house operations: city clerk; finance, accounting, and risk management; planning and development review; building permitting & inspections, code enforcement; sanitation and neighborhood recycling; parks maintenance; streets maintenance; and wastewater collection. The following services are provided under a contract, by a special district, or by Pinellas County government: Police services under an interlocal agreement with the Pinellas County Sheriff's office; Fire services by the Pinellas Suncoast Fire and Rescue District; Potable water and reclaimed water provided by Pinellas County government; and Wastewater treatment and disposal performed under an interlocal agreement with Pinellas County government. The City has a FY 2009 Budget of approximately \$6.1 Million; with a general fund budget of \$3.0 Million, special revenue funds of .5 Million; and enterprise fund budgets totaling \$2.6 Million. Most community improvement projects are funded by a combination of a 1-cent sales tax and gas surcharges levied in Pinellas County, totaling approximately \$500,000 annually and used to leverage matching grant funds from a variety of State grant programs. The City's Mission Statement is: "The City of Indian Rocks Beach strives to ensure a safe and brighter future for its residents by being responsive to the needs of its citizens, visitors, commerce, and natural environment, while securing the integrity and quality of life in our family oriented beach community." Major challenges facing the community include: Maintaining and reinforcing the City's "small town" mixed use and low density/intensity character; Competition for public resources given the financial burden placed on seasonal residents, businesses, and landlords by inordinately high property appraisals and insurance costs; and The long-term affordability of the community given recent extraordinary increases in property values, insurance, and taxes. The ability to maintain service levels in light of decreasing

revenues. The ideal candidate will be highly trustworthy, possessing highly developed managerial/technical skills to assist the City's small staff in successfully providing high quality service to City residents. A "hands-on" orientation is a must, as are the diplomatic skills necessary to have a continuing and meaningful dialogue with City residents and Commission Members about community standards and priorities. The incumbent is expected to be a "doer" as well as "administrator". Membership in good standing in the International City/County Management Association (ICMA) is required at time of appointment. The incumbent is expected to be involved in the Florida City/County Management Association (FCCMA). Florida experience is preferred. City residency is not required; however, the incumbent will be required to live close enough to the City to respond to emergencies in a timely manner. The position requires a bachelor's degree in public administration/urban management/public policy/business administration/related field, master's degree preferred. Two to five year's previous experience as a city manager in a council-manager form of government is also desired. The starting salary will be negotiable depending upon qualifications and track record. The previous city manager's salary was \$95,500. Applications must be received in the City of Indian Rocks Beach, Human Resources Department, 1507 Bay Palm Boulevard, Indian Rocks Beach, Florida 33785, by January 23, 2009. Resume and cover letter submittals are appreciated but will only be considered when submitted with a complete employment application available on our website or by calling (727)595-2517 for an application. Questions should be directed to Deanne O'Reilly, City Clerk, at 727/595-2517 or visit our website, www.indian-rocks-beach.com for further information. Veteran's preference under Florida Law will be awarded if applicable. Under Florida Law, all applications are a matter of public record once submitted.

Management and Budget Analyst – Jacksonville – The Management and Budget Analyst assists in the preparation and monitoring of the City's annual budget and capital improvements program (CIP) as well as performing organizational and program evaluations. The position requires a basic understanding of budgeting theories, principles, and practices and the ability to plan, organize and conduct administrative, organizational or related studies. The position also assists in developing reports and presentations, evaluates revenue and expenditure projections, and proposes policy/program enhancements. Candidates must possess a Bachelor's Degree in Public Administration, Economics, Finance, Business Administration, Accounting or a related field and have one year of recent professional experience in budget, financial analysis or management analysis, preferably in government or in a public policy-oriented non-profit organization. A master's degree in the prescribed major fields may be substituted for the one year of required experience. A master's degree in Public Administration is strongly preferred. The salary range for the position is \$42,657 - \$70,385, which is accompanied by an excellent benefits package.

Director of Engineering – Lake City - The City of Lake City is accepting applications for the position of Director of Engineering in the Utility Administration. Applicant works with minimal supervision, performs professional engineering and supervisory work for public infrastructure projects. Work involves plans, design, supervisory and coordinating engineering projects, surveys, permitting, contract administration and construction management. Work is complex and may involve considerable public contact. Work also involves providing guidance to technical and administrative staff and providing engineering design expertise on project. Considerable tact and courtesy are required in frequent contacts with contractors, division heads, and the general public. Employee

reports to the Executive Director of Utilities. Applicant must have a Bachelor's Degree in civil engineering field from an accredited college or university and 3 to 6 years of experience in public works engineering, planning design and construction, including experience of an administrative nature. Computer aided drafting/design knowledge and experience is desirable. Candidate must have passed Engineering Fundamentals Exam (Chapter 471) and be in normal progress to complete the Practice Exam. It is expected that the candidate complete all requirements for a P.E. License within 5 years. Must possess a valid Florida Driver's License, have and maintain an acceptable driving record and pass a pre-employment drug screen and physical. Applications can be obtained from and returned to City Hall, 1st floor, Receptionist, 205 N Marion Avenue, Lake City, FL 32055. For a complete listing of our current openings and electronic application, please visit our website at www.lcfla.com. OPEN UNTIL FILLED.

Controller – City of Lake Worth – \$74,235 - \$116,979 DOQ. Apply Human Resources 1900 2nd Avenue, North, Lake Worth, FL 33461. Download general employment application www.lakeworth.org. **Summary:** A highly responsible, exempt-level professional managerial accounting position responsible for oversight, monitoring, improvement and reporting of the City's financial accounting staff, operations and internal controls. Responsible for coordinating and developing the annual operating and capital budgets. Directs, monitors and reports on all accounting staff, financial process functions, revenue collection, debt administration, investment activity and administrative monitoring of all City pension and deferred compensation plans. City funds include but are not limited to: Governmental Funds, Proprietary Funds (Electric, Water, Wastewater, Storm Water Maintenance, Solid Waste and Golf Course), Fiduciary Funds (General Employees Pension Trust Funds.) **Education and/or Experience:** Must possess a Bachelor's degree from an accredited 4 year college or university with a major in Accounting, Finance or related field. Minimum of three years of progressively responsible government finance administration experience with supervisory capacity. Master Degree, CPA or CGFO preferred. Government accounting, Electric Utility and Water Utility financial reporting experience a plus. Knowledge of defined benefit Pension plan operations and reporting a plus. **Qualifications:** Extensive knowledge of the principles and practices of Governmental Accounting Standards Board (GASB), State of Florida municipal government guidelines, budgeting and municipal fiscal management. Thorough knowledge of modern office practices, procedures and standard office and accounting equipment. Considerable knowledge of organizations, accounting functions and financial problems of City government and municipally owned utilities. Ability to assess municipal programs and proposed policies in terms of their financial and administrative implications; to appraise market trends and terms in relation to municipal debt and to present findings effectively in oral or written form. Ability to plan, organize and direct the work of professional and clerical employees and to develop improvements in municipal financial management practices. Ability to establish and maintain effective working relationships with other employees, City officials and the general public. **Essential Duties and Responsibilities include the following:** Other duties may be assigned. Plans, organizes, directs, monitors, designs & implements general financial accounting procedures, methods, and reporting results including internal controls over financial activities, financial staff, receipt and disbursement activities and investment functions. Oversees and coordinates all activities to ensure proper posting and reporting in the City's general ledger, management financial reporting, annual audit reporting, fixed assets, capital projects, federal and state grants, payroll, debt and purchasing.

Establishes, maintains and pursues continuous improvement of internal accounting and administrative controls for custody, recording, reporting and safeguarding of City assets. Makes recommendations for development and improvement of City financial policies and procedures and is responsible for documenting these in writing to ensure accountability throughout the City. Responsible for implementing, monitoring and reporting to management. Coordinates and develops monthly and quarterly management financial reporting including summary analyses of both positive and negative variances for review/discussion with the City Administration and Department Directors. Coordinates and develops quarterly regulatory filings, periodic grant financial reporting and billing and other required financial management reports. Coordinates and is primarily responsible for developing the City Manager's Recommended Annual Budget with the goal of receiving the GFOA Budget Award certification by 2009. Coordinates and develops the City's Comprehensive Annual Financial Report in compliance with governmental accounting, auditing and financial reporting standards by coordinating audits, to include the annual audit and schedules outside auditor activities. Must be able to work effectively with and maintain communications with direct supervisors, City department directors. Representatives of other government jurisdictions and subordinate personnel. Provides technical supervision to subordinates as well as participating in the formulation of and executive of broad city financial policies. **Supervisory Responsibilities:** Direct supervision of financial accounting staff throughout the City including accounting supervisors with accounting degrees, professional degree accounting positions, clerical and administrative positions. Coordinates, monitors and reports on goal-setting for financial accounting positions that support the Department's and City's mission, goals and objectives.

Finance Director – City of North Lauderdale – Population 42,000. Salary \$76,056-\$110,086 + benefits. City-manager form of government with Mayor & 4 commission members. \$46M budget including enterprise funds. This is highly responsible managerial and professional work in directing the activities of the Finance Department, which includes financial planning, budgeting, accounting, revenue administration, information technology systems and the billing and collecting of special assessments and service charges for the City. Minimum of five to eight (5-8) years experience in governmental accounting, revenue administration, and other phases of fiscal management, including municipal experience at a highly responsible, supervisory level in public finance, administration, accounting, budgeting and auditing. Graduation from a four year accredited college or university with a Bachelors' Degree in public or business administration, accounting or public finance is required. Any equivalent combination of experience and training may be considered. Certified Public Accountant (CPA) or Master's Degree in accounting or finance preferred. Mail resume to City of North Lauderdale, Assistant City Manager, 701 SW 71 Avenue, North Lauderdale, FL 33068, e-mail to abhatty@nlauderdale.org or fax (954) 720-2064. Position open until filled. E.O.E. For more details go to www.nlauderdale.org.

Human Resources Director / Risk Manager – City of North Lauderdale – (pop. 42,000) Salary range: \$70,625 - 102,226. This is a Department Head position involving highly responsible administrative and technical work in planning, organizing, and directing the City's personnel, risk management, labor relations, employee benefits, insurance, safety, and training programs. The employee in this class exercises independent judgment and initiative under the direction of and reports to the City Manager or the Manager's designee. The duties include recruitment, interviews, testing, evaluations, and proper selection of

applicants in accordance with established policies. Reviews and assists in all disciplinary actions and makes independent recommendations. Evaluates and make recommendations on the City's personnel policies and employee benefits. Conducts salary and fringe benefit surveys and proposes and analyzes pay plan revisions. Manages the administration of the City's Risk Management responsibilities including evaluation and administration of unemployment compensation, property damage claims, group insurance, worker compensation, general liability claims, and property insurance to ensure proper monitoring, reporting and control while also ensuring maintenance of adequate coverage for the City and Water Control District. Responsible for identifying and measuring all risks of accidental loss. Developing and administering employee training, supervisory & management training programs and safety and accident prevention programs. Researches and directs insurance negotiations, prepares bid documents, conducts bid openings, compiles data, recommends carrier and product. Directs the labor relations programs in negotiations, grievance resolutions, arbitrations, etc. Desirable experience and training: Graduate from an accredited college or University with a BA in Human Resources Management, Business or Public Administration, or related field is required. Masters degree is preferred. Prefer a minimum of four (4) years of responsible administrative experience in the area of Human Resources Management and Risk Management or any equivalent combination of experience and training. Government experience preferred. Mail resume to City of North Lauderdale, Assistant City Manager, 701 SW 71 Avenue, North Lauderdale, FL 33068, e-mail to abhatty@nlauderdale.org or fax (954) 720-2064. Position open until filled. E.O.E. For more details go to www.nlauderdale.org

Planner, Building and Planning Department – Quincy - The City Manager is seeking an individual who is interested in joining a winning team. This position requires an individual who understands the value of working as a team member. This is a responsible administrative, professional and technical planning function under the City Manager and all management operations of the Planning Development Review Board, and the Historic Preservation Commission. Work involves the responsibility for formulating and carrying out the technical details and phases of the Land Use Plan and the Transportation Plan for the comprehensive development of the city with the objective of promoting understanding and effectuation of project proposals. Incumbent will provide technical expertise when developing plans in such areas as economic development, transportation, resource utilization and cultural facilities, water and sewerage, and other phases of city development as may be included in or related to the comprehensive plan. Participate in inter-governmental committees as assigned to analyze, evaluate and resolve public policy issues. Assist, or lead efforts to revise ordinances to implement new concepts, legislation, or policies. Administer and maintain agreements and contracts with public agencies, funding agencies, and private organizations. Monitor technical work of consultants, contracting agencies, and other organizations to insure contract compliance. Incumbent must have knowledge of Florida Growth Management Laws and comprehensive planning and zoning in a local government environment. Ability to direct and participate in complex planning studies and analyze information and formulate substantive recommendations based upon such studies. The successful candidate must have graduated from an accredited four-year college or university with a degree in Planning or related field and two to three years of public planning experience. Candidate must be proficient in the use of MS Office Programs (Word, Excel, PowerPoint). We offer a competitive salary and compensation package. Salary Range: \$38,000 – \$40,000. If this sounds like the opportunity you have been looking for, please email your resume to lwright@myquincy.net or mail your application / resume to: **HUMAN RESOURCES,**

**404 WEST JEFFERSON STREET, QUINCY, FLORIDA 32351. CLOSING DATE:
POSITION OPEN UNTIL FILLED. THE CITY OF QUINCY IS A DRUG FREE
WORKPLACE EQUAL OPPORTUNITY EMPLOYER.**

City Manager – City of Williston, Florida - The City of Williston, a Mayor/Council municipality, population 2,557, located in Levy County, Florida, is seeking an experienced, professional to serve as City Manager. Reporting directly to the five member City Council, the City Manager is the chief administrative officer for the City. The City with an annual budget of \$13.8 million and 71 employees provides full municipal services to its citizens, including public works (electric, water, sewer, gas and solid waste), library, parks and recreation. The City also has an airport and industrial park. The City is poised for significant growth, with the completion of the four-laning of U.S. Highway 27 from I-75 to U.S. Highway 19. The City of Williston offers a relaxing small city atmosphere, while being nearby to larger City amenities, lying within 25 miles of both Gainesville and Ocala and within a two hour drive to Tampa, Orlando and Jacksonville, including fishing, hunting, golf and diving. Several gulf coast communities, including Cedar Key and Crystal River are within a short drive. The ideal candidate will possess a Bachelor's degree in Public Administration or Business Administration with 3-5 years of public employment in Florida in increasingly responsible administrative positions either at the City Manager level or one step below; strong interpersonal, public presentation and writing skills; an extensive knowledge of Florida public administration principles and practices in the areas of governmental budgeting and finance, grants, planning, economic development, fire, police and public works; a career path which demonstrates increasingly progressive responsibility in a similar public sector organization; and computer skills including word processing, spreadsheet and email. General benefits package, with salary dependent upon qualifications. The starting salary is \$59,500. Position available immediately. Open until filled. Interested applicants should reply with cover letter, resume and availability to City Clerk Barbara Henson, by mail to Post Office Drawer 160, Williston, FL 32696 or email hensonb@ci.williston.fl.us

Dates to Remember:

January 9, 2009—CFLGE District Training, Palm Beach Gardens

January 21, 2009—Phone Panel Discussion

January 30, 2009—So You Want To Be A City/County Manager, Boca Raton

February 5 & 6, 2009—Winter Institute, St. Augustine