



The **MANAGER**

FLORIDA CITY AND COUNTY MANAGEMENT ASSOCIATION
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Another Successful Winter Institute

By Ed Mitchell, President, FCCMA

The recent FCCMA Winter Institute was a great success. Seventy-five local government managers and staff gathered in St. Augustine at the historic Casa Monica hotel for two days of training facilitated by renowned author Peter Block. Block had everyone work in small groups and used questions that encouraged participants to speak freely among their peers. Questions were asked such as “what doubts and reservations do you have?”, “what have you said yes to that you no longer mean?”, “what is the no you have been postponing?” and “what kind of forgiveness are you willing to offer?” Participants were only asked to listen; giving advice was not allowed. By the end of the discussions, everyone in the room felt much more connected and were open with their thoughts. These exercises helped reinforce Block’s argument that a sense of community is the first thing that should be developed in the decision-making process. He argues that most cities and counties make decisions internally and attempt to “sell” them to the community. Instead, local governments should invite community members to have a say in these discussions before any options are laid on the table. Attendees really enjoyed Block’s presentation as he kept the audience laughing with many humorous life observations.

While the Winter Institute was very successful, the attendance was down from years past. The slumping economy and budget cuts have affected all of us, but for the sake of our profession, we must continue to make these training sessions a priority. FCCMA brings

in the best quality speakers possible and the Association largely relies on your attendance to fund these special events.

I want to thank everyone that attended the Winter Institute for a great two days and look forward to seeing all of our members (and hopefully some of your staff) at our conference on May 27-30 at the World Golf Village in St. Augustine. Our conference registration and hotel information is available soon online and has been mailed.

In addition the Center for Florida Local Government Excellence has additional training scheduled. District VIII training is February 20 and the Emerging Professional Leaders Symposium is March 20. See below in the newsletter and online at www.fccma.org for more details.

Expecting Something Different

By Lynn Tipton, Executive Director

I've heard a few speakers and comedians make the comment, "the definition of insanity is doing the same thing over and over while expecting different results. " I know I'm guilty of this practice – I usually refer to it as 'beating my head against the same old wall.' I've just returned from St. Augustine and the 2009 FCCMA Winter Institute, and while I know everyone in the Association wasn't able to attend, I'm so sorry that anyone missed it! This was one of those conferences in which the speaker has me re-thinking a lot of things...and now the question is, am I going to do something about it or not? Peter Block challenged the participants to rethink how we pull our constituencies together (this can be staff, boards, neighborhood groups, associations or citizenry-at-large) and engage them. As someone raised in traditional schools, and who has participated in many organizations apart from work that all use the same meeting formats, I am so used to the lecture-style workshop that I can plan them in my sleep. Just put a few talking heads in front of a group of people and something good will happen, right? Mr. Block pointed out that physically, in that setting, we cannot expect people to engage with one another. Seating people in rows with their backs to each other; elevating the speakers onto a platform; beginning with talking heads and ending, perhaps with questions-and-answers...none of this promotes engagement. We also don't usually ask anything of participants in terms of a commitment – we simply watch them leave after the event is over. I've been to hundreds of these events in 25-plus years of working with federal and local governments; sadly, I keep expecting people to engage at these sessions. So, like many who attended this Winter Institute, I'm rethinking the way our meetings have always been held- and am very encouraged and challenged by his ideas.

I saw more engagement in the 10-plus hours we were together at the Winter Institute than I usually see in a three-day conference. It has raised the bar, so to speak, for future events. Yet, in tough budget times, I am faced with this situation: are FCCMA members going to be able to come together for conferences each year? The FCCMA lost money on the Winter Institute last week because we did not have enough attendees – that is a very real dilemma for associations like ours. I want to implement the new methods of experts like Mr. Block – but in these uncertain times, I don't know what will best serve our members.

I may not have the answer to the question I'm asking – but I will offer this to everyone in FCCMA: Mr. Block is doing a follow-up webinar for the Winter Institute on March 11th

– see the article about this in this newsletter – so if you did attend the Winter Institute you can participate in the webinar for free; if you were not able to attend, you can still participate in the webinar for a fee. We are trying to find ways to bring training to members on a regional basis, to provide free programs like the Coaching Phone Panels, and to hold electronic meetings, too – please let us know the best ways to serve you. After all, if I keep doing things the way I’ve always done them...

February’s Monthly Member Profile

(This month’s Profile is different. We wanted to highlight the positive contributions consultants make in our organization and in your professional life. We asked Lee Evett, Vice President of Willdan and a member of the Technology and Public Information Committee to “interview” himself)

Name: Lee Evett

FCCMA member since: 1973

What got you interested in public service? I started college with every intention of being a chemist. Chemistry was my favorite High School subject. Unfortunately, Purdue University took this wonderful subject way too seriously. My second favorite subject was American Government. Having been raised in Indiana, which at the time did not permit the City Manager form of government, I had never heard of City Management as a career. And it wasn’t until my junior year that a Local Government class took me to the outside world. City Management fulfilled all of my personal goals and the rest is history. I spent 34 years as a City Manager. I joined Willdan in 2006.

Current Occupation: Vice President, Willdan Financial Services

Brief Job description: Director of all local government financial, managerial, feasibility and environmental consulting assignments in the southeastern United States, but primarily in Florida.

Describe your typical day: My day is very similar to my days as City Manager. Only the titles are different. I work for the President (Mayor) of our company and have Department Heads (Prime Consultants in specific areas) who report to me on their projects, concerns and issues. Clients (my Citizens) call and have projects, concerns and issues as well. I attend Council and staff meetings, but unlike most FCCMA members, I only have one item on the agenda. 😊

Favorite part of the job: Supporting the profession. Willdan financially sponsors the FCCMA Coaching Program, but it’s more than that. Consultants are individuals with specialized talents that cities and counties need for specialized activities. Rather than train individuals to comply with all the nuances and opinions concerning the application of the IRS Code for example, one of our consultants can perform your arbitrage rebate calculations for a fraction of the cost and with certainty that the work will meet the Federal Requirements. So tackling the challenges of complex issues, often with specific legal parameters, in the local government arena is a daily challenge not unlike the every day life of a City Manager.

Least favorite part of the job: Seeing the opportunity for genuine organizational progress lost because citizens' perspectives often don't grasp the complexity of local governments.

Most memorable experiences on the job so far: Watching a local government embrace opportunities for genuine progress.

Hobbies and interests: Fortunately or unfortunately, my profession has always been my interest and hobby as well as my career.

Family details: We have two grown children, one is a 6th grade school teacher in Fountain, Colorado and the other is in movie and TV production and a member of the Screen Actors Guild in Hollywood. The foundation of our family, for soon to be 35 years, is Pammy, a former television news reporter.

If you could give one piece of advice to young people interested in a career in public service, what would it be? Only one? City Managers can't be limited like that, even former ones! First get a good educational foundation. Masters degrees are almost a basic requirement today. (The two class room topics I used most as a CM? Urban Economics and Abnormal Psychology, seriously) Second, be prepared to move as you grow in the profession. This is an easy one for those in the career but be sure your spouse buys into the idea and keep your children close and secure, frequent moves can really upset the formative years.

Have you always been in the public sector or have you had experience in the private sector? Other than being a Special Agent in the USAF Office of Special Investigations, City Management was my only career. My present position is in the private sector, but still deals with the requirements of local government.

Please describe your areas of formal education. Bachelor of Arts in American Government and Politics from Purdue University. Master in Public Administration from Indiana University.

Performance Based Management: How To Make IT Work in Local Government

The Florida City and County Management Association, the Center for Florida Local Government Excellence and the John Scott Dailey Institute of Government are announcing its training for FCCMA District VIII. It will be held Friday, February 20 from 9:00 am – 4:000 at the City of Polk City, 123 Broadway Boulevard, SE. The cost is just \$35 per person for the training session with lunch included. For more information, email Angela Crist at acrist@cas.usf.edu.

Scholarship

The deadline to apply for the **Emerging Leaders Scholarship** is 5:00 p.m., EST, February 27, 2009. The scholarship is designed to allow public administration students and entry-level city and county management professionals interested in continuing their development as public managers to attend the annual conference. Information on the conference is available online at www.fccma.org. The scholarship provides complimentary registration to the annual conference, a reimbursable travel-expense

stipend of up to \$1,000, and a one-year complimentary membership to the FCCMA. Scholarship recipients are responsible for their own food and accommodations. Recipients will be honored and recognized at the Career Development Luncheon and the annual Awards Luncheon. Scholarships will be awarded on the basis of commitment to city/county management, career goals, affiliation to FCCMA, and financial need based on either salary or the organization's ability to support the cost to attend the Annual Conference.

FCCMA Annual Conference

The 2009 Annual Conference is May 27-30 at the Renaissance Resort World Golf Village in St. Augustine. The committee has put together outstanding sessions addressing the theme of "Leadership in the New World—Leadership Trends and Styles for City/County Survival and Prosperity. Steve Seibert of the Century Commission is the opening keynote speaker. Saturday's keynoter is Gary Yamamoto who will speak on Professional Power, Personal Excellence. FCCMA has been fortunate to obtain BK Jackson as the entertainment for Friday night's dinner. BK is well-known in the Hillsborough County area. He's a 17-year-old saxophone sensation who has opened for such greats as BB King and Tony Bennett. Conference registration materials are available online and were mailed this week.

Florida Legislative Committee on Intergovernmental Relations Survey

In this era of limited resources, many local governments are reviewing solid waste disposal, processing and recycling proposals which will not only benefit the environment but their budgets as well. The Florida Legislative Committee on Intergovernmental Relations (LCIR), a joint committee of the Florida Legislature, is surveying existing and future solid waste disposal, processing, and recycling projects and project proposals currently being considered by Florida's local governments. The purpose of this survey is to assess the potential impacts, benefits and obstacles related to these efforts.

In an attempt to assess the potential fiscal and environmental impacts of this topic, LCIR staff requests your comprehensive response to this survey. Please forward this survey to the person most knowledgeable of your local government's waste disposal, processing and recycling projects.

Your response to this survey may be delivered by electronic transmission by accessing and downloading the questionnaire from the LCIR website at <http://floridalcir.gov/surveys.cfm> and clicking **Local Government Solid Waste Disposal, Processing and Recycling**. You may also submit your response to Kay Pelt, LCIR Legislative Analyst, by fax to 850-487-6587. For your convenience the full survey questionnaire can also be downloaded and viewed as an Adobe PDF file.

Any questions regarding this survey questionnaire should be directed to Cris Martinez or Kaymelia Pelt at (850)488-9627 or by e-mail at martinez.cris@floridalcir.gov or pelt.kaymelia@floridalcir.gov. **PLEASE RESPOND BY MONDAY, FEBRUARY 23, 2009.**

Thank you in advance for your cooperation in this effort.

FCCMA Awards

An awards brochure was mailed in early January to all FCCMA members. 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. To apply for the awards, submit your application by 5:00 p.m., EST, March 6, 2008.

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

An Invitation to Belong – Webinar March 11th, 1 pm EST.

Did you miss this year's Winter Institute? Did you attend WI, but are longing for more? Then please join us on March 11th for a webinar led by Peter Block. During this one hour webinar, Peter will interview a small group of managers about their experiences using the concepts from his latest book, *Community: The Structure of Belonging*. For the 1 ½ days of the Winter Institute, Peter led the participants through a journey of positive change, distinct from the past—a journey to change one's culture, refocus accountability, and invite citizens to make the community a better place to live and an important place to belong. For those who attended the Institute, this is an opportunity to continue the conversation and follow-up on what was learned. For those who were not able to attend this year's Institute, this webinar will introduce you and your organization to a different way to approach challenges and see how it can be applied to local government.

The event is offered free of charge to Winter Institute participants and their organizations. If you were not a participant in the Institute, the fee is \$35. Everyone needs to register so that we have a count of the number of participants. However, only one person per site needs to register.

We hope you can join us.

Webinar Registration Form

Name: _____ Title: _____

Organization: _____

Circle one: Check Enclosed VISA Mastercard

Name on the card: _____ Credit Card #: _____

Expiration Date: _____ Billing Address for the Cardholder: _____

Emerging Professionals Spring Symposium

The Emerging Professionals Council's Spring Symposium will be held March 20, 2009 from 8:30 am – 4:30 pm, EST, at the Dunlap Student Success Center on the FSU campus. The cost is only \$35 and includes lunch. The Symposium topic is “Managing and Succeeding in a Politically Challenging Environment.”

Whether you are new to the profession or a seasoned professional, there is something for everyone. Dr. Robert Lee, of the Center for Florida Local Government Excellence (CFLGE), will facilitate the Symposium. Speakers will address legislative issues, the professional manager—problems and solutions. There will also be team-building and networking opportunities.

To obtain a registration brochure, go to the FCCMA website, www.fccma.org or contact Carol Russell at (850) 222-9684 or crussel@flcities.com. The Symposium is co-sponsored by FCCMA's Emerging Professional Council, the Center of Florida Local Government Excellence and the Askew School of Administration at Florida State University.

Advancing Performance Management

Advancing Performance Management is a symposium for developing relevant and sustainable performance management systems by government and nonprofit organizations. It will be held Friday, March 20, 2009 in Miami, FL. Space is limited to 150 participants and the cost is \$150 per person. This symposium is part of the American Society for Public Administration's (ASPA) 2009 Annual Conference (March 20-14), which features over 80 panels and 20 practice-oriented workshops on public and nonprofit management. For more information contact: Kaifeng Yang, Chair of CAP at kyang@fsu.edu.

Rightsizing to Realities: Overcoming the Challenges of Managing in Fiscally Difficult Times-ICMA University Workshop

Looking for creative and effective ways of addressing fiscal shortfalls? Don't miss, the ICMA University Workshop, Rightsizing to Realities - Overcoming the Challenges of Managing in Fiscally Difficult Times, April 9, 2009, at the Harris Community Center in Belton, Texas. Led by the ICMA Consulting Services team, this intense and interactive offering will provide you with practical advice on how to get through challenging economic times and beyond – with current examples of good fiscal practices. This workshop is composed of two intense working sessions on prioritization to achieve fiscal health and wellness and strategies for managing your police and fire departments. Team rates are available. For details and to register, click here.

[<http://www.icma.org/main/bc.asp?bcid=1108&p=1>]

It Is Another Great Day: An Inspiring Guide to Effective Leadership

FCCMA member Alvin B. Jackson, Jr. has written an inspirational “feel good” book that combines leadership theory with “real life” experiences and applications. How you already possess the most vital characteristic of a great leader, how to develop a sophisticated internal communications systems, and how to maximize leadership training

are just some of the topics he covers in the book. The cost is just \$19.99. For more information, call (561) 722-5420 or visit ItIsAnotherGreatDay.com.

Economic Recovery Issues and Questions

There is a new Federal Highway Association (FHWA) website that addresses Economic Recovery issues and questions. For more information, go to the link: <http://www.fhwa.dot.gov/economicrecovery/>.

Ask A Coach

Below is the question for this month:

Checking Things Out

What is the best way to determine if you fit into an organization when you may only have one or two interviews during the hiring process? Any red flags to keep my eye out for?

Checking Things Out

Dear Checking Things Out,

BE HONEST and ASK QUESTIONS! Present who you are to the interviewer so that person can determine if you are a fit. Do not try to be what you think they are looking for. Ask questions about internal work ethic, operational and procedural philosophy and determine for yourself whether you can fit in this type organization. Get a feel for the internal operations of the organization. If possible, talk to people who work there, not just the person interviewing. This will be your “home” for a while; it can make or break your career. It is important that you feel comfortable with the direction the organization is going, the type of people you will be working with and of course opportunities for growth. ***Oel Wingo***

I am not convinced that you need to worry about fitting in. You need to be (1) excited about the job (what you will be actually doing); (2) confident that you can perform; and, (3) comfortable with the person who will be your boss. Be yourself and not the person you believe the organization wants you to be, and you will be fine.

If after a while it just does not seem to be the right place for you, start looking and move on...but always have a conversation with your boss first. You may just be perceiving things wrong! ***Lee Feldman***

An applicant needs to remember that once he/she has made the cut to be interviewed for a position that he/she has passed the “qualified for” part of the recruitment phase and is now in the “best fit” phase of the selection process. The applicant should approach the interview process as a two-way information gathering session. He/she should do some research on the organization before the interview (this helps demonstrate you’re a good candidate who will go the extra mile if employed) and have some stock questions such as “what is your management style?” etc. However, the best questions an applicant can ask to spot warning signs of a poor fit are based on the questions the prospective employer will ask. For example, if the previous employee left before serving two years, the employer may ask the applicant if he/she is willing to give a two-year moral commitment to the position. Hence an applicant can sometimes start to understand what issues are within an organization by the questions asked.

Another way of spotting a bad fit is to realize that each person (employer and employee) has built in personal preferences, judgments, opinions, and ideologies that impact on

whether a candidate and an employer will be a good fit. Try to spend as much time in casual conversation with your potential employer as possible. These minor, yet important, compatibility issues will surface in such casual conversations. This is not to say that if two professionals are not compatible that something is wrong with one of them. It just means they are not compatible. Having been an Assistant to the CM and later City Manager I can tell you the importance of compatibility. Some of the most compatible people I have worked with have had major differences in opinions with me in non-work related subjects, but we were able to respect each other's position. Conversely, I have worked with some people who because of their strong personal beliefs it was very hard to be as supportive as I needed to be as their assistant. Time has taught me that no position is as valuable as one in which you are compatible with your immediate supervisor. My current immediate supervisor is a tremendous person both personally and professionally and we are very compatible (although we have a few differences in opinions, we are able to do that in a friendly and respectful manner). Other people I have worked with have not been able to maintain that respectful attitude when areas of differences arose. Consequently, I have very thankful to have Jon Lewis as my current boss and friend!

In summary, I advise the applicant to get to know the prospective employer as much as possible. Look into his office if you can. You can tell a lot about a person by the way his/her office is decorated, the books he/she displays, plaques on the wall, etc. If lunch or casual time is not a part of the interview process, call the person back with a thoughtful job related question and then when he/she answers that move into a more casual conversation. If the employer does not seem interested in you during the interview process, the relationship will probably never get any better once you are employed. **John Coffey**

I would read back issues of the local newspaper and devour the organization's annual reports and particularly their website. Find out where the manager is speaking or attend a community or commission meeting to watch not only what is said but also how the staff implements the values of the organization. In interviews don't be afraid to ask questions, ask the people on the street and the employee hangouts what they think of issues going on in the community and get them to talk about their organization. **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@gmail.com; **Doug Drymon**, former manager of Archer, jddrymon@cox.net; **Jim Gallagher**, former manager of Dundee, jgallagher27@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; **Richard Reade**, former manager of Port Richey; **Charles Saddler**, former manager of Dundee, csaddler@tampabay.rr.com; **William Underwood**,

former manager of Belle Glade, wunderwood2@att.net; 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. **Ronald A. Carter**, police investigator, Sanford Police Department, affiliate member; **Richard A. Drummond**, assistant county manager, Alachua County, associate member; **Jennifer Richardson Fulton**, University of North Florida, student member; **Nicole Gasparri**, program development manager, Boca Raton, affiliate member; **Howard Harris**, manager, fiscal & administrative services, Hillsborough County Public Works Department, affiliate member; **Constance Hoffmann**, senior vice president, The Mercer Group, Inc., affiliate member; **Richard Hood**, town administrator, Grant-Valkaria, full member; **Richard J. Hoon**, assistant to city manager/community relations, Eustis, associate member; **Tenisha James**, senior vocational rehabilitation counselor, State of Florida, affiliate member; **Armando G. Martinez**, city manager, Bunnell, associate member; **Fredrick J. Murry**, assistant city manager, Gainesville, associate member; and **Susan S. Saxton**, assistant to the city manager, Boca Raton, associate member.

Positions

Deputy City Manager/Public Works – Daytona Beach - \$83,390 - \$148,41 DOQ. The City of Daytona Beach is situated in Volusia County, on central Florida's east coast. Daytona Beach has a population of about 65,000 and encompasses approximately 65 square miles. Daytona Beach is known as the "World's Most Famous Beach," and is home to the Ladies Professional Golf Association (LPGA) and National Association of Stock Car Racing (NASCAR). PURPOSE: Under administrative direction of the City Manager, responsible for administering all functions of the Public Works Department. Provide executive level administration and direction to include, but not limited to, traffic engineering, streets, engineering and grounds maintenance, and administration of operational budgets. Plans, organizes, directs and controls public works functions within a broad policy guided by laws, codes, rules and regulations. Responsibility extends to appraising adequacy of facilities and equipment for performing services. Performs related work as required. REQUIREMENTS: Bachelor's Degree in Public Administration, Business Administration, or related; supplemented by experience in capital project management, engineering projects, budget management. Public works personnel supervision is preferred. Requires the ability to obtain and maintain a valid Florida driver's license. Resumes are public record open for inspection. Send resume, current salary history, and names, addresses and phone numbers of five job references by February 27, 2009 to: The City of Daytona Beach , Human Resources , Attn: Donna Walters, P.O. Box 2451, Daytona Beach, FL 32115-2451; WaltersD@codb.us. EEO/AA/ADA/VET Employer.

City Manager - Dunnellon, FL - population 2,033. Salary range: \$62,400 - \$78,600K DOQ + benefits. Require bachelor's degree in business administration, public administration/related field/equivalent w/3 years progressively responsible experience in public administration, "Master's Degree preferred". Require skill in financial management, utility operation and extension, employee union negotiations and downtown redevelopment. Resume, cover letter and list of references to City Clerk,

City Manager – City of Fort Walton Beach, Florida - The City of Fort Walton Beach (Population 20,513) located in Okaloosa County is seeking an experienced professional to serve in the capacity of City Manager. The position reports to and serves at the pleasure of the Mayor and seven (7) Council Members. This progressive Florida panhandle community was ranked 6th as a small city for best places for business and careers by Forbes Magazine. The City, with a \$36.5 million budget and 396 employees, provides full service to its residents including Police, Fire, Public Services (Planning, Building & Zoning, Code Enforcement), Utility Services (Water & Wastewater and Engineering) Recreation and Cultural Services, Community Redevelopment Agency, and two municipal Golf Courses. The ideal candidate will possess strong interpersonal, public presentation and writing skills with extensive knowledge of public administration principles and practices or will have a career path which demonstrates increasingly progressive responsibility in a similar public sector organization(s); have a history of proactively identifying and implementing creative solutions to community needs; have successful experience with economic development; a strong grasp of public financial, budgeting and accounting principals and practices with a reputation of conservative fiscal management. Qualified applicants must possess computer skills to include Microsoft Word, Excel and Outlook. Minimum requirements include a Bachelor's Degree in Public Administration, Business Administration, or a related field (Masters Degree in Public Administration preferred), a minimum of 5 years experience as Manager in City or County government of similar size and service delivery levels or 7 years as a Deputy/Asst. Manager, or an equivalent combination of education and experience in managing a full service organization. Salary: The salary range for position is anticipated to be in the \$110,000 to \$125,000 depending on qualifications. Benefits are competitive. Interested applicants should submit a cover letter, resume, salary and benefit requirements, and 5 professional references to: City of Fort Walton Beach, Human Resources Department, P.O. Box 4009, Fort Walton Beach, FL 32549 or 107 SW Miracle Strip Parkway, Fort Walton Beach. For additional information contact the Human Resources Department at (850) 833-9507 or visit our web site at www.fwb.org. Deadline for submittals is February 27, 2009. The City of Fort Walton Beach is an Equal Opportunity Employer.

City Manager – City of Jasper - The City of Jasper (pop.2000) will be accepting applications for the position of City Manager until February 20, 2009. Applications should be submitted in the form of a resume. Salary will be negotiable and depend on qualifications. A Bachelor degree or higher is preferred with 4 years of municipal government experience. An equivalent combination of training and experience may be accepted. Professional managerial or financial experience may be substituted on a year for year basis for the education and experience requirement. Work experience must show successful professional management and interpersonal relations skills. The successful applicant will be required to live within the city limits of Jasper. The City Manager reports to and works under the supervision of a five member City Council. The city manager is responsible for the day to day operations of the city. The city provides full services including: police and fire protection, natural gas, water, wastewater collection and treatment, parks/recreation and street maintenance. Send resume to Mrs. Jennifer Pomeroy, City Clerk, 208 W. Hatley Street, Jasper, Florida, 32052. Only resumes received by 4:30 P.M. on February 20, 2009 will be considered. All resumes received after the stated date will be returned. Evaluation of applicants will begin as soon as

resumes are received. All resumes received are public records. The City of Jasper is an equal opportunity employer.

City Manager - Lake City - The City of Lake City is seeking qualified candidates for the position of **CITY MANAGER**. This position directs, manages, and coordinates the administration of the City of Lake City in accordance with the policies determined by the City Charter and City Council. It also requires an extensive knowledge of modern principles and practices of public administration, as well as municipal structural and functional organization and interrelationships of City departments. The successful candidate will hold a Bachelor's Degree in Public or Business Administration and ten (10) years progressively responsible experience in municipal and/or corporate management work, including experience in a senior management position; or any equivalent combination of training and experience. A valid Florida Driver's License, pre-employment physical and drug screen will be required upon selection. Please submit detailed resume and references, along with a completed application to City of Lake City, Human Resources Department at the address below. A comprehensive job description and application may be obtained from City Hall, 3rd Floor, HR Department, 205 N Marion Avenue, Lake City, FL, 32055 or www.lcfla.com/jobs. For a complete listing of our current openings and electronic application, please visit our website at www.lcfla.com or call 386.719.5804. This position is open until filled. **The City of Lake City is an EEO/AA/ADA/VP employer.**

Planning Director – South Miami - \$84,396-\$107,713 with benefits. The City of South Miami Florida Planning Department has an opening for a Planning Director which will be responsible for planning, organizing, coordinating managing and implementing the planning and zoning activities of the City. Responsibilities include supervision of Planning department staff, coordination and integration of Departmental and consultant work products, providing for City compliance with Florida Statutes concerning required planning functions, and provision of staff services to the Planning Board, Environmental Review & Historic Preservation Board (ERP), and other boards and committees, as assigned by the City Manager. General and specific assignments are received and work is performed with latitude for use of independent judgment in selecting work methods and procedures; work is subject to review for compliance with city objectives, Florida Statutes, and Florida Administrative Code. General and specific work assignments and supervision are received from the City Manager or his/her designee. **Educational Requirements:** Bachelors Degree in Urban and Regional Planning, Architecture, Public Administration or closely related field required. Master's Degree in Planning preferred and A.I.C.P. preferred. Minimum ten (10) years of progressive municipal government in professional planning, growth management, land development codes and building codes. Minimum five (5) years of which shall be in a supervisory/management capacity, to include fiscal management experience, preferably for a municipal or institutional organization. Thorough knowledge of comprehensive land use planning methods, land development code, economic development, community development block grant program, census analysis, zoning, geographic information systems (GIS), historic preservation, transportation and traffic analysis, open space planning and environmental review. Must have a strong technical, administrative and business background. Ability to solve problems and deal with multiple tasks. Must be able to analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence. Ability and experience in drafting resolutions and ordinances. **DEADLINE DATE: OPEN UNTIL FILLED**

E/O/E. IF YOU ARE INTERESTED IN APPLYING FOR THIS POSITION, PLEASE SUBMIT YOUR RESUME AND SALARY HISTORY TO: THE CITY OF SOUTH MIAMI, 6130 SUNSET DRIVE, SOUTH MIAMI, FLORIDA 33143; Ph: (305) 668-2515; Fax: (305) 668-3877; Attn: Jeanette Enrizo – HR Manager, www.cityofsouthmiami.net or personnel@cityofsouthmiami.net.

Public Works/Engineering Director – South Miami - \$84,396-\$107,713. The City of South Miami's Public Works Department is seeking a Public Works Director which will be responsible to plan, direct and oversee all activities of the Public Works Department including and not limited to personnel, general departmental operations, records management and contract administration. **Responsibilities include:** To manage and direct all departmental activities and personnel. To administer and prepare budget for the department. To establish standards and manage permitting activities within the City's right of way. Manage and direct Storm Water Distribution System/Extension with available funding or established funding program. To manage and direct the City's graphic activities to include geographical information system/GIS and the Computer Aided Drafting (Auto CADD) System. To manage and direct the City's flood/community rating system (CRS) activities. To make public presentations on the department activities as requested by supervisor. Direct activities under the Storm Water Management Program to include, drainage system maintenance, contractual canal maintenance, coordination with regulatory agencies and street sweeping. Manage and implement the Five Year People's Transportation Plan funded through the People's Transportation Tax Fund. Create and implement the City's Five Year Capital Improvement Plan. The CIP is mostly funded through external funds (grants) acquired by the Public Works and Engineering Department and other enterprise funds. Manage, administer and implement planned improvements under the Local Option Gas Tax Account. Responsible to prepare and submit annual legislative appropriations request to State legislators and state departments. **Educational Requirements:** Bachelors Degree in Civil Engineering, construction and/or management or similar educational background and/or experience as deemed appropriate. Masters Degree in related field a plus. Minimum ten (10) years combined experience in engineering, capital improvements and/or storm water or a combination of experience and education. **DEADLINE DATE: OPEN UNTIL FILLED**

E/O/E. IF YOU ARE INTERESTED IN APPLYING FOR THIS POSITION, PLEASE SUBMIT YOUR RESUME AND SALARY HISTORY: TO THE CITY OF SOUTH MIAMI, 6130 SUNSET DRIVE, SOUTH MIAMI, FLORIDA 33143; Ph: (305) 668-2515; Fax: (305) 668-3877; Attn: Jeanette Enrizo – HR Manager, www.cityofsouthmiami.net or personnel@cityofsouthmiami.net.

Request for letters of interest (RLI) for the position of Town Administrator – Town of Southwest Ranches, Broward County, FL - Opening Date/Time: Friday, February 27, 2009, at 10:00 AM. Submit TO: Susan A. Owens, CMC, Town Clerk, 6589 SW 160 Avenue, Southwest Ranches, FL 33331. The Town of Southwest Ranches is accepting Letters of Interest from qualified individuals to fill the full-time position of Town Administrator. The position is appointed by four affirmative votes of the Town Council and serves at the pleasure of the Town Council. The salary range will be dependent upon qualifications. The Town Administrator must have the following qualifications: At least two years of current or past membership in the International City Managers Association (ICMA); At least five years of experience serving as a municipal Administrator or Assistant Administrator. Experience is preferred, but not required, in Miami-Dade, Broward or Palm Beach Counties; preferably have a four year college degree from an

accredited college or university; to have direct experience with preparing an annual budget, preparing annual audits, negotiating municipal services contracts, and meeting with the public; to have direct experience with overseeing the operations with public works, parks, public safety, records retention, and general municipal operations. The administrative functions of the Town Administrator include, but are not limited to the following: Be responsible for the hiring, supervision, and removal of all Town employees; direct and supervise the administration of all departments and offices; attend all Council meetings; faithfully execute all laws of the Town; prepare an annual budget and capital program; prepare an annual report on the finances and administrative activities of the Town; prepare all reports concerning the operation of the Town; keep the Town Council fully advised as to the Town's affairs; execute all contracts on behalf of the Town; perform such other duties as may be authorized by the Town Council. Copies of the RLI may be obtained at Town Hall, Office of the Town Clerk, 6589 SW 169 Avenue, or by calling (954) 434-0008 or e-mailing sowens@swranches.org. All respondents must submit 1 unbound marked original, 5 bound copies, and 1 CD (preferably in WORD or PDF) of their entire proposal to the Town Clerk prior to the opening date and time referenced above. Facsimile and electronic mail responses will not be accepted. No Letters of Interest will be accepted after the opening date and time referenced above. All questions regarding the RLI must be submitted in writing to the Town Clerk either via e-mail at sowens@swranches.org, or via facsimile at (954) 434-1490.

Assistant City Manager – Sunrise - Salary: \$101,295 - \$139,637. This is a highly responsible administrative and management position assisting the City Manager in planning and directing the various functions of City government. The City of Sunrise is seeking an experienced leader with well-documented management success to help guide the City. The successful candidate will have a Bachelor's Degree from an accredited college or university in public administration, business administration, or related field. Master's Degree is preferred. A minimum of five (5) years of progressively responsible professional management and leadership experience in a full-service local government, with at least three (3) years in a senior level position. The ideal candidate will have strong interpersonal and communication skills. Demonstrated experience in a growth oriented environment, strong planning skills and a track record of proven results should accompany a background of effectively utilizing accountability and performance-based systems. Applicants should submit two (2) copies of resume (including current salary) a cover letter and five professional references and proof of education to: City of Sunrise, Personnel Department 1300 Sawgrass Corp. Pkwy, Ste. 100 Sunrise, FL 33323 (or download the application at our web site: www.sunrisefl.gov) DFWP, M/F/D/V EOE

City Manager - City of Evanston, Illinois - Evanston is located immediately north of Chicago on the shore of Lake Michigan. Starting salary \$180,000+/- DOQ. For further information or to apply contact: Heidi Voorhees, President, The PAR Group, 100 N. Waukegan Road, Suite 211, Lake Bluff, IL 60044. TEL: 847/234-0005; FAX: 847/234-8309; email: resume@pargroupltd.com. Full Profile available at www.pargroupltd.com.

Dates to Remember:

February 20, 2009—District VIII Training

March 20, 2009—2009 Spring Symposium, Tallahassee

May 27-30, 2009—Annual Conference, St. Augustine