



The MANAGER

FLORIDA CITY AND COUNTY MANAGEMENT ASSOCIATION
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Musings from the Winter Institute

By Lynn Tipton, Executive Director

Thank you to the members who joined us in Lake Mary during the first week of February for the “Big Ideas” Winter Institute with the Alliance for Innovation. As always, it was great to see members and be challenged by the conversations. Over the next few months, I’ll be using some of those conversations for this column – whether you were there or not, you’ll be able to pick up on the message. I believe the dialogue contained so many great points that we can keep it going throughout the year!

More than one of the ‘provocateurs’ raised the point that cities and counties cannot— and should not— rely upon the State Legislature for relief and/or assistance. While I know there are some legislatively necessary issues that only a Legislature can resolve (reforming the 175/185 police and fire extra-benefits legislation, for example), the point was made that we’ve got to lead the way ourselves. I’ve now been working with FCCMA for 15 years and with the FLC for 20; in that time, we’ve had repeated conversations about the lack of statesmen and stateswomen who lead without parochial limits; someone who puts Florida first no matter what. In the absence of such statespersons, the local leaders must step forward to guide Floridians through these tough years.

At the group dinner, I was challenged by one of these speakers to help create workshops that would encourage elected city and county officials to stand strong on issues – something that combines leadership training with a primer on “how not to back down once you’ve taken a stand.” While I confess I’m not sure how to design that workshop, I want to see it happen! It may take a few case studies, and I may need to call upon former city and county officials to have them share their stories – that’s my first reaction to the challenge. I’d welcome your suggestions at lтиpton@flcities.com if you’d care to share them!

More next month on the great conversations...

Annual Conference Material Has Been Sent

The FCCMA Annual Conference in conjunction with the Transforming Local Government Conference will be held June 1-3, 2011 in Clearwater Beach, Florida. Registration is available online at the conference website www.tlgconference.org. For questions concerning registration contact Brandi Allen at 602-496-1097 or email at conference@transformgov.org. If you register by April 1, 2011 you will receive the early rates, after April 1 the member rate will raise \$50 each and the non-member rate will raise \$70 each. The hotel cut-off dates are April 28.

Don't miss these sessions and more:

- **Preconference Session: The Local Government Leader**
There is a separate registration fee of \$50 required. How does today's local government professional lead by example? What are the rewards vs. consequences? What kind of risk tolerance does the job require? Using best practices and first-hand experiences, Merrett Stierheim will lead attendees through a global overview of his knowledge in developing a strong organization. This interactive preconference session will include exercises that can be applied to making critical decisions. Stierheim is a past president of FCCMA and has more than 50 years of experience as a local government professional.
- **Career Development Luncheon: Get Your Toolbox Ready**
The luncheon will be held Thursday, June 2 from 12:00 p.m. – 1:30 p.m. There is a separate registration fee of \$35 required. Join Thomas Bonfield, City Manager of Durham, NC and Michael Bonfield, Town Manager of St. Pete Beach to discuss how to prepare for the next career step during this downturn in funding and staffing.
- **So You Want to be a City/County Manager?**
The SYWTB will be held on Friday, June 3 from 8:00 a.m. – 2:15 p.m. This is free to conference attendees, preregistration required. This ever-popular, one-day, free event is designed for students and city or county employees who may aspire to become a city or county manager. This year's format offers a unique opportunity to the attendees. The group will be invited to hear the keynote address and attend the FCCMA awards luncheon. How often can one have a chance to mingle with managers from around the country?
- **Faith Breakfast**
The breakfast will be held Thursday, June 2 from 7:00 a.m. – 8:00 a.m. There is a separate registration fee of \$35 required. As we find ourselves in times of change and no "normals", many of our colleagues have had to work through problems never expected. Join Dave Harden, City Manager of Delray Beach; Rex Taylor, Town Manager of South Palm Beach; and Richard Reade, Public Information Officer of Delray Beach for breakfast in a discussion based on the book: *The Land Between: Finding God in Difficult Transitions*, by Jeff Manion.

- **Golf Tournament**

The golf tournament will be held Tuesday, May 31 from 7:30 a.m. – 12:30 p.m. A separate registration fee of \$100 is required, which includes breakfast, lunch and transportation from the Hilton. A Gulf Coast paradise, Belleair Country Club is one of the most exclusive private clubs in Florida. Courses are situated in the heart of Belleair, a designated Bird Sanctuary, with an ever-changing panorama. The prevalence of wild life, with the golf course being their permanent home, is an added delight to the golfer-naturalist. Open to all conference attendees, guests, sponsors and exhibitors.

- **Beach Walk/Run**

The beach walk/run will be held on Thursday, June 2 from 7:00 a.m. – 8:00 a.m. This event is free to all conference attendees and their registered guests. A winding beachside promenade with lush landscaping, artistic touches and clear views to Clearwater’s award-winning beach and the water beyond, is the site for the FCCMA/TLG 2011 Exercise Event. Start off your day in a magnificent setting and join one of two groups of participants who will be led on a tour of Beach Walk during an approximately three-mile walk or run.

- **Educational Sessions**

Don’t miss these FCCMA-sponsored sessions and earn credentialing hours: Ethics Survivor, Executive Compensation, Legislative Session, Pension Session and “All Emergencies are not Natural Disasters.” The times and dates for these sessions can be found at the website. More information will be provided in future newsletters.

2011 FCCMA Winter Institute “Big Ideas”

A big thank you to all the sponsors for this great event. The sponsors were: Active Network; CH2M Hill; First Southwest; Government Services Group, Honeywell; Jones, Edmunds & Associates, Inc.; Republic Services, Inc.; Veolia Environmental Services North America Corp.; WadeTrim; and Waste Management.

We also want to thank our speakers for taking time out of their busy schedules. Jim Keene, City Manager of Palo Alto, CA, was the facilitator for the event. Speakers included Dr. Rich Luker, Author; Dr. Lance deHaven-Smith, Professor, Florida State University; Dr. Richard Feiock, Professor, Florida State University; and Bob Inzer, Clerk of the Court, Leon County.

Thank you to all who completed the survey. This is very valuable when the committee starts planning next year’s events. One comment received was: “This was THE BEST Winter Institute that I have attended over the past 20 years. The joint arrangement with the Alliance for Innovation paid off that made for a smashingly successful workshop. And, of course, having great, interesting and certainly entertaining speakers really helps. Loved the format of having all four speakers sitting up front at the beginning and end of a session to get their feedback, was excellent and informative.” You won’t want to miss next year’s event.

Jackson County—ICMA Recognized Government

Congratulations to Ted Lakey and Jackson County. Jackson County has been approved for ICMA recognition under the council-manager criteria. Ted Lakey has been an affiliate member of FCCMA since 2004 and is now eligible for full membership in the Association.

In Memoriam of John Little

John Little, former city manager of Vero Beach, died Monday, January 31, 2011. After he left Vero Beach he was hired in Fellsmere to set up a new water system and eventually he also served as the city manager. He was a member of FCCMA from 1981-1991. He was known to be a man of his word and he didn't compromise or back down. He will be remembered for his negotiations with Florida Power & Light when they were considering a possible purchase of the city's electric system.

FCCMA Scholarship

The deadline to apply for the Emerging Leaders Conference Scholarship application is 5:00 p.m. February 25.

The Emerging Leaders Scholarship Brochure is designed to allow public administration students and entry-level city and county management professionals interested in continuing their academic and professional development as professional public managers to attend the annual conference. The scholarship includes complimentary registration to the annual conference (value \$400), a reimbursable travel-expense stipend of up to \$600, and a one-year complimentary membership to the FCCMA. For more information contact Lynn Lovallo at llovallo@flcities.com.

FCCMA Awards Program

The Florida City and County Management Association is pleased to announce the 2011 Awards Program. All awards will be selected by the FCCMA Awards Committee and be presented at the annual conference in June. This year's awards include the Award for Career Excellence, the Michael J. Roberto Award for Career Development, Assistant for Excellence in Leadership and the Award for Program Excellence with four population categories of less than 20,000, 20,001-50,000, 50,001-150,000, and 150,001 and up.

The deadline to apply is February 21, 2011 by 5:00 p.m.

In order to reduce your printing and our mailing costs, please submit everything electronically. If you have any questions, please feel free to contact Carol Russell at crussell@flcities.com.

2011 FCCMA Webinars

Four webinars are schedule for the 2011 calendar year. The Professional Training and Development Committee has scheduled webinars for the following dates.

April 14, 2011—Impasse Procedures

July 21, 2011—Navigating and Utilizing the ICMA Knowledge Network

September 22, 2011—Management in Transition OR I'm an Analyst NOW what do I do?

Please mark these dates on your calendar. These webinars are free through FCCMA's partnership with the Center for Florida Local Government Excellence. They offer an opportunity to train larger members of city/county employees at no cost or travel. More information in upcoming newsletters.

2010-2011 FCCMA District Trainings

The following districts have confirmed dates and places for their district trainings. The cost for the district trainings is \$35 for half-day and \$50 for full-day. Please save these dates.

District VII—February 18, 2011, Tampa
District V—February 25, 2011, Oakland Park
District VI—March 10, 2011, Fort Myers
District IV—March 11, 2011, Jupiter
District III—March 17, 2011, Kissimmee

“Financial Forecasting for Florida Local Governments: A Template for the Next Five Years” is the topic of the District VII Training on February 18 from 9:00 a.m. – 1:00 p.m. at the Hillsborough County Children's Services Center in Tampa. Financial planning and forecasting may be the biggest challenge facing Florida local governments today. Even the most adept administrator is struggling with how best to prepare his/her agency for the future. Kim Adams, Director of Finance, Largo; and Dennis Rogero, Budget Officer, Tampa, will identify the key numbers in a CAFR that you must be considering and offer a template on what each city should be doing during these challenging times to successfully prepare a financial plan over the next five years. This will also be held on March 10, 2011 from 12:00 p.m. – 4:00 p.m. at the Florida Gulf Coast University Atrium Executive Center. The speakers will be Thomas Kelly, CPA, Finance Director, City of Longboat Key and Jeffrey Seward, Chief Financial Planning Officer, Sarasota County.

“Ethics: Establishing the Culture and Responding to Behavior” is the topic of the District V Training on February 25 from 9:00 a.m. – 1:30 p.m. at the Jaco Pastorius Park Community Center in Oakland Park. Ethics may be the oldest, most debated, and most important issue in government. Florida's Chief Inspector General, Melinda Miguel will tackle this issue at it relates to state and local government in Florida. She served as the Chief Inspector General under Governor Crist as well. She also serves as the President of the National Association of Inspector Generals and is the Chair of the Certification Board of the Association of Inspector Generals that annually certifies approximately 100 Inspector Generals and staff around the world. Her presentation will focus on what local government managers should know about ethics today, including reporting requirements, processes, and tips to establish an ethical culture in your organization. A must attend session for local government professionals, this program will include time for interaction among attendees.

“Dealing With Change in Florida's Local Government” is the topic of the District IV Training on March 11 from 9:00 a.m. – 1:00 p.m. at the Jupiter Community Center. Dealing with change in today's local government setting is a daily challenge. Training consultant Charlie Waters will try to explain this reality and offer valuable tips on how best to interact with elected officials, staff,

citizens, and your own family. Managing your changing environment is a skill and Mr. Waters will lead an interactive discussion on doing so successfully. This will also be held in District III on March 17 from 12:00 p.m. – 4:00 p.m. at the Kissimmee Civic Center.

For information on all the district trainings, email Carol Russell at crussell@flcities.com.

Fifth Annual UCF Public Administration Research Conference

The 5th Annual UCF Public Administration Research Conference will be held on March 25, 2011 from 9:00 a.m. – 3:00 p.m. at the Fairwinds Alumni Center on the University of Central Florida campus. The cost is \$50 (\$40 student rate), lunch included. Mayor Buddy Dyer of Orlando is the Lunch Key Note Speaker. Join fellow public administrators, city managers, division managers and staff from across Florida to learn more about how local governments and regions are planning for healthy communities. For more information, visit www.ucfalumni.com/paconference or call (407) 823-1600.

FCCMA Members-in-Transition

The following FCCMA members are currently in transition. Please take a minute to show your support by either emailing or phoning the MITs in your district. A phone call or an email can go a long way to help someone who is temporarily out of work.

You can also help if you have any job opportunities available in which one of our MITs may be qualified. With the current technology, the project could even be done from the MIT's home. FCCMA staff has many of their resumes. Please contact Carol Russell at crussell@flcities.com if you need a current resume for one of our MITs.

Also, please keep your FCCMA staff informed of any FCCMA members who may be eligible for MIT status. You can email Lynn Lovallo at llovallo@flcities.com or Carol Russell at crussell@flcities.com.

Roger Baltz

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Former Manager of Charlotte County
(941) 743-2873
Rlbaltz60@hotmail.com

Barbara Barnes-Buchanan

District VI
Former Assistant City Manager of Bonita Springs
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(239) 405-5280 (Cell)
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Susan Boyer

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Matthew D. Brock

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Cory Carrier-Penton

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Gary Word
District V
Former Manager of Surfside
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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. **Ron Holifield**, Subscriber Member; and **Lee Niblock**, District VII, County Administrator, Marion County, Full Member.

Positions

City Manager — Belle Isle — The City of Belle Isle is looking for a proven and energetic team leader for the position of City Manager. We are an established community positioned to prosper and grow. **QUALIFICATIONS:** Graduation from an accredited four year university with a degree in public administration, business administration, or a field related to the disciplines or job skills for a City Manager desired. Advanced degrees preferred. A minimum of five years of progressively responsible experience in management. Experience in managing, and overseeing a budget process including financial skills associated with multi-dimensional organizations. Prior experience in contract negotiations which might include wages, benefits or personnel services, vendor contract bidding, essential community services, or other contract issues as mentioned within the city budget profile. Experience in effectively communicating ideas and programs in a public forum and to executive groups. Substantial leadership experience in blending the talents and efforts of employees and transforming them into demonstrated results by offering personal dedication to their goals. Knowledge of grant application process. ICMA Certification desired. Consent to a Background check. Every applicant should provide written resume' including at least the following: Education, Applicable certificates, Employment background and References. **Salary Range: \$70,000 - \$95,000. How To Apply:** Visit our website to download application: www.cityofbelleislefl.org. Submit your completed application and resume to: City of Belle Isle, 1600 Nela Avenue, Belle Isle, FL 32809; Phone: 407-851-7730; Fax: 407-240-2222; Email: cobimrodriguez@bellsouth.net. Applications are due by 4:00 P.M. on Friday, February 18th, 2011.

City Manager — Blountstown — The **City of Blountstown** is seeking applicants to fill the City Manager position in the City of Blountstown. Current City Manager was not renewed during his annual reappointment. Persons interested in applying for the position should send a detailed resume, personal and professional references and other information to be considered during application review to City of Blountstown, Re: City Manager Search, 20591 Central Avenue West, Blountstown, Florida 32424. This is an executive position. The City Manager manages a city of approx 2500 Citizens. It has an eleven million dollar budget and over seventeen million dollars in assets. The City also operates an Electric System, Water & Sewer System, Natural Gas System and Solid Waste service.

The City of Blountstown has just under 50 full time employees. Prefer Florida Experience and experience in Electric system management. Strong background in contract negotiations a plus. Major Function: This is a highly responsible professional position involving work as the chief executive and administrative head of the municipal government responsible to the City Council for the proper administration of all affairs of the City. Incumbent exercises general supervision and control over all city departments. Typical Duties: Directs the enforcement of the municipal laws and ordinances; recommends the adoption or deletion of specific laws and ordinances. Directs the operation of city departments through subordinate department heads. Maintains custody of records, certifications, indexing, filing, and distribution; serves as Clerk to the City Council; gives notice of meetings, records, transcribes, and processes and maintains proceedings. Assumes responsibilities for publication of all ordinances and resolutions, and all public notices required to be published by the law or direction of the Council. Serves as custodian of all contracts, deeds, ordinances, resolution, journals, and other records and documents of the City and maintains accurate records of same. Supervises and directs codification of the Code of Ordinances of City. Maintains custody of the City Seal and affixes same to documents after determining their authenticity. Administers and files oaths of office, administers oaths, affirmations, and acknowledgements. May serve as registrar of elections; conducts regular, special, and other type elections. Countersigns bond issues, records plats. Directs the operation of the personnel system. Directs the appointment, transfer, demotion, removal, and suspension of all employees of the City. Determines the number of employees in the City departments. Prepares and submits to the City Council an annual budget; directs the execution of the annual budget after adoption by the City Council. Attends and participates in all City Council meetings. Issues directives, memoranda, policies, and instructions to department. Performs related work as prescribed by the City Charter or as directed by the Council. All other assigned task. Desirable Qualifications: Extensive knowledge of the City's organization and legal responsibilities of municipal departments. Extensive knowledge of principles and practices of modern public administration. Thorough knowledge of the methods relating municipal programs to community needs. Considerable knowledge of the public financial affairs. Ability to analyze and evaluate current municipal programs. Ability to prepare clear and concise written and verbal presentations. Ability to direct and supervise subordinates in a manner conducive to high performance and good morale. Ability to establish and maintain effective working relationships with employees, municipal officials, and the general public. Training and Experience ; Graduation from an accredited four-year college with major course work in public administration, business administration, or a related area; considerable years of progressively responsible and diversified experience in municipal administration; or equivalent combination of training/experience. Applicant must be able to pass a criminal background check. Applicants must possess a valid State of Florida driver's license. All Applications are due by Friday, February 25, 2011 at close of Business, 4:00 PM Central Time. INTERVIEW: A candidate selected for interview will be required to visit the City of Blountstown at his/her own expense upon a date selected by the City Council. Only those applicants short listed will be called for interviews. The City of Blountstown is an Equal Opportunity Employer and is a Drug Free Workplace.

City Manager — City of Bonita Springs, FL — (Population 45,000). Please visit www.cityofbonitasprings.org for detailed information. THE IDEAL CANDIDATE: The City of

Bonita Springs is seeking a strong professional manager who is thoughtful, open, direct, and responsive. The individual will be progressive, action oriented, and able to get things done with a demonstrated track record of achievement. The candidate will see the big picture but understand day-to-day operations as well. Decisions will be made with the future in mind and the selected candidate will have a hands-on management approach. An important objective is to keep an open and transparent government. The new manager will share information freely with Council members to ensure they are not the last to know about City business. The city manager should see the elected officials as partners while acknowledging and accepting the employer-employee relationship. The next manager should be at ease with Council Members interacting with (but not directing) staff. The candidate will have a proven ability to lead a professional staff by using participative decision making and accountability management techniques and creating a workplace known for its productivity and high employee morale. This person will be friendly, outgoing and be someone who recognizes the importance of being out in the community as an accessible representative of the City. Public finance skills are imperative. The candidate will have measurable documented performance in establishing and implementing budgets that promote operating efficiency and constantly move the City to its long term quality of life objectives. Willingness to challenge established thinking is critical, and strong negotiation skills will be very important. Must have the ability to effectively resolve conflicts by anticipating areas of disagreement, identifying core elements underlying the issues and implementing mutually agreeable solutions. The position also requires proven experience in the following areas: budget formulation and control; operations planning; planning/growth management/visioning; “hands-on” management of a comparable community; community development/redevelopment; innovative approaches in technical, personnel, and management; economic development and grants; and consensus building. MINIMUM QUALIFICATIONS: The position requires a Bachelors degree in business administration, public administration, public policy or related field from an accredited college or university. Ten years of increasingly responsible experience as a senior level executive with a minimum of five years in the public sector. Previous public sector experience in Florida is a plus. A Masters degree in Public Administration is desirable. HOW TO APPLY: Mail, Fax or E-mail your resume to the address listed below by February 28, 2011. Please direct all of your questions to Meg Weiss at (239) 949-6269. City of Bonita Springs, Attn: Human Resources, 9101 Bonita Beach Rd., Bonita Springs, FL 34135; 239-949-6251 – Fax; hr@cityofbonitasprings.org. All questions and requests should be directed to Meg Weiss in the Human Resources department at the City of Bonita Springs. Applicants shall refrain from contacting City staff or Council members and failure to do so may result in disqualification from the application process.

Division Director of Business & Revenue Development — City of Dunedin, Florida — City of Dunedin (Pop. 37,500) is seeking individual to assist in creating strategies to revitalize identified commercial corridors; enhance industrial site locations & under-functioning commercial areas; and provide a variety of complex tasks to develop new businesses & revenue sources. Reports to the City Manager. Requires Bachelor's Degree in Economics, Public or Business Administration or related field and 5 years of professional experience in the field demonstrating broad knowledge of and exposure to revenue development, marketing and recruitment, economic development or related field. An equivalent combination of education, training and/or experience may be considered. Must possess valid Florida driver's license. Attractive benefits and education plan. Salary market competitive DOQ. Accepting applications

until position is filled at 750 Milwaukee Ave., Dunedin, FL 34698. For application and job description, visit the City's website at <http://dunedingov.com/> EOE m/f/d/v DFWP

City Manager — City of Fort Lauderdale, FL (pop. 185,000) — Located along the beautiful, pristine southeast coast of Florida between Miami and Palm Beach, the City of Fort Lauderdale is the 7th largest city in Florida and the largest of Broward County's 31 municipalities. A diverse and vibrant community, Fort Lauderdale is the county seat and has a strong economy and exceptional amenities which contribute to its overall excellent quality of life. The City is seeking a City Manager to oversee the City's day-to-day operations. The City has approximately 2,500 full-time staff and a total budget of \$612 million, including a General Fund of \$324 million. The City Manager is appointed by the City Commission which consists of the Mayor and four District Commissioners and is responsible for 16 city departments which include the City Manager's Office, Building, Business Enterprises, Economic Development, Finance, Fire-Rescue, Human Resources, Information Systems, Office of Professional Standards, Parking and Fleet Services, Parks and Recreation, Planning and Zoning, Police, Procurement Services, Public Information and Public Works. A visionary leader with a collaborative management style and excellent interpersonal and communication skills is needed. The ability to align the agency to meet the challenges of the future and to look at the organizational paradigms with a fresh perspective is priority. A solid understanding of sound financial practices and principles is imperative. Experience in strategic planning, performance measurements, benchmarking, budgeting for outcomes, and union negotiations is desired. A Bachelor's degree with an emphasis in public or business administration is required; a Master's degree is preferred. Candidates should have at least ten years of experience in public administration, preferably with a municipality of similar size and complexity. The salary range is open, dependent upon qualifications. First review of applications will take place on March 15, 2011; position is open until filled. If you are interested in this outstanding opportunity, please apply online at www.bobmurrayassoc.com. Contact **Renee Narloch, Vice President, Bob Murray & Associates**, at (850) 391-0000 or reeneen@bobmurrayassoc.com should you have any questions. **A detailed brochure is available.** The City of Fort Lauderdale is an Equal Opportunity/ADA Employer. Pursuant to Florida's open records law, the application/resumes are subject to public disclosure.

Construction Manager — Fort Walton Beach — The City of Fort Walton Beach (Population 20,675) located in Okaloosa County is seeking an experienced professional to serve in the capacity of Construction Manager. This position involves highly technical and administrative work directing the functions and activities of the construction divisions: Water Distribution, Sewer Construction, Stormwater, Streets, and Surveying; coordinates capital improvement projects with the various departments; develops the budgets for each division and is responsible for fiscal management, resource management, and personnel. Qualifications: Knowledge of principles and practices of construction management, engineering and surveying, and capital improvement projects; research, analytical, and data collection techniques; principles and practices of management, supervision, and training; federal and state regulations; budget administration; utility construction standards; principles of purchasing and procurement; operations and maintenance of stormwater, water distribution, sanitary sewer, and streets systems; principles and practices of hydraulic modeling. Desirable experience and training: Bachelor's degree or higher in Civil or Environmental Engineering from an accredited university

with 4 or more years of experience in engineering design or construction management for infrastructure systems in a supervisory or managerial capacity, or possession of a Bachelor's degree in Construction Management or a closely related field with a minimum of 10 years experience in construction management, or experience in a supervisory or managerial capacity within the construction industry, or an equivalent combination of training, education, and experience which would demonstrate possession of the knowledge, skills, and abilities required for this position. Candidates with a degree in Civil or Environmental Engineering shall have passed the Fundamental Engineering examination and be eligible to obtain a Professional Engineer's license in the State of Florida within six (6) months of the date of hire and shall obtain a Professional Engineer's license no later than one (1) year of the date of hire; Florida Department of Transportation Intermediate Maintenance of Traffic (MOT) Certification; Florida Department of Environmental Protection Stormwater Management Inspector Certification. An equivalent combination of education, training and experience which provides the required knowledge, skills and abilities may also be considered. Salary range: \$55,000 DOQ. Position will remain open until filled. Interested applicants must complete an employment application, cover letter to include salary and benefit requirements and three professional references to: City of Fort Walton Beach, Human Resources Department, 107 SW Miracle Strip Parkway, Fort Walton Beach, FL 32548 or via e-mail to www.fwbhrdir@fwb.org. Position will remain open until filled. EOE/ADA/V/DFWP.

Community Development Director — Town of Lake Park — Diverse Palm Beach County Community (estimated pop. 8,732) facing extensive and diverse economic development/redevelopment opportunities is seeking a qualified individual to fill the position of Community Development Director. Under the administrative direction of the Town Manager, directly responsible for the administration, management and direction of all divisions of the Community Development Department including Planning, Building, Business Tax Receipts, Code Compliance and Community Redevelopment and for promoting the attributes of the Town through contact with officials, citizens, media and business representatives. The ideal candidate must possess a demonstrated record of knowledge, experience and skill in dealing with contemporary planning issues and the ability to exercise independent judgment and discretion. Bachelor's degree from an accredited college or university in Urban Planning (preferred), Public Administration, Building Construction or related field is required supplemented by a minimum of three years of managerial experience as a planner, community development director or similar position. Master's degree in Public Administration or related field and American Institute of Certified Planners (AICP) certification preferred. Salary \$67,084.99 to \$103,233.69. **Deadline: Open until filled. Submit current resume and completed Release of Information and Contact Information Form to the Human Resources Department, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403.** Release of Information and Contact information Form may be downloaded from the Employment Opportunities page at the Town's website at www.lakeparkflorida.gov, and will not be accepted by fax or by email. Phone: 561-881-3300. **An Equal Opportunity Employer.**

City Manager — City of Lake Wales — The City of Lake Wales (pop. 13,076) seeks proactive, visionary, team-oriented and resourceful city manager with strong analytical, communications, customer-service, personnel, and relationship skills; with documented experience in local government management, administration, economic development and

community redevelopment; with proven record of strong financial oversight and financial management skills. Requires minimum of ten years of progressively responsible experience as a city or county manager/assistant manager or equivalent experience providing requisite knowledge, skills and abilities. Florida experience preferred but not required. Master's degree in public administration or related field is required. Annual starting salary DOQ, not to exceed \$112,000.00. Benefit package includes health and life insurance and contribution to pension plan. Information about the City is available at www.cityoflakewales.com. Send resume with salary history by mail, facsimile, or electronic file to the following: City of Lake Wales, Human Resources Director, P.O Box 1320, Lake Wales, FL 33859-1320; FAX: 863-679-4272; e-mail: sdavis@cityoflakewales.com. All resumes must be received no later than 5:00 p.m., Friday, March 25, 2011. Resumes and support documents will not be returned. Applicants will be required to sign a waiver authorizing extensive background investigation. Applicants should not contact members of the Lake Wales City Commission during the selection process. For additional information, contact Human Resources Director Sandra Davis at (863) 678-4182. The City of Lake Wales is an Equal Opportunity Employer and encourages minorities to apply. Under the Florida Public Records Act, all applications are subject to disclosure upon receipt. Veterans Preference will be awarded under applicable state and federal law.

Building Director — City of Miami Beach, FL (90,000) — Salary Range: \$107,025.88 - \$172,857.88 plus benefits. This is highly responsible management and complex professional administrative work planning, organizing, staffing, directing, and controlling the activities of the City's Building Department. Emphasis of the work is on directing technical, administrative and clerical staff in the conducting of building inspections, the issuing of building permits, and the oversight of relevant codes. **Illustrative Examples of Duties:** Meets with Mayor and Commissioners, builders, engineers, architects, developers, attorneys, real estate agents, and the general public to hear code concerns to resolve complaints. Serves as Chair of the User's Group for the City Building Development Process information technology systems, serves as member of the Building Task Force and the City's Information Technology Steering Committee. Implements the City's Strategic Plan Initiatives that relate to the Building Department. Develops and presents policy recommendations to the City Manager and City Commission. Develops and implements initiatives within the department to improve customer service and enhance efficiency through improving processes, implementing technology, etc. Ensures compliance with the Florida Statutes, City Code etc. through reconciliation of building related revenues and expenditures. Assigns and reviews all non routine items to subordinates including budget preparation and monitoring, personnel actions, staff interviews, training, hardware and software needs, and office space planning. Reviews and approves memos, purchase orders, requests for time off, vacation, sick leave, and other administrative activities. Assigns staff to various special projects, as needed. Speaks at appropriate meetings on subjects such as building and zoning issues, clean streets, minimum housing, maintenance standards, noise abatement, and abandoned buildings and other appropriate issues. Develops ordinances, resolutions, and memos related to building codes for the City Commission. Performs related work as required. **Minimum Requirements:** Bachelor's degree in Public Administration, Business Administration, Engineering, or a related field. Progressive responsible governmental experience for at least 15 years, with five years in a senior management position. Extensive knowledge of governmental operations. Outstanding customer service skills and motivational skills. **Desires:** Masters degree in Public Administration, Business Administration, Engineering or related field. Excellent

communication skills. Proven track of accomplishments. **APPLY ONLINE AT:**
<http://web.miamibeachfl.gov/hr/jobs.aspx>.

Budget Officer — City of Miami Beach, FL — Salary Range: \$90,645.10 - \$146,396.90, plus benefits. This is advanced professional, financial work with considerable challenge in the preparation and maintenance of the City's operating and capital budget, and in the providing of budgetary analysis to the City Commission, City Manager, the Office of Budget and Performance Improvement (OBPI) Director and various City Department heads. An employee in this classification is responsible for the preparation and implementation of programmatically and fiscally sound operating and capital budgets for the City. Duties also include the analysis of departmental spending, budgetary control, automated position control, and making recommendations concerning the redistribution of funds. The incumbent exercises considerable initiative, judgment, and professional knowledge and expertise in fiscal, budgetary, and general management analysis. **Illustrative Examples of Duties:** Assimilates budget manual, calendar, and budget estimates for subsequent distribution to all departments during city-wide workshop which begins the annual process. Reviews proposed departmental work plans and budget requests upon receipt and recommends funding necessary to maintain current service level and address proposed enhancements based on preliminary certification of taxable value received from the Property Appraiser. Compiles city-wide proposed budget document for subsequent release and transmittal to the Commission upon direction of the Administration; advertises proposed budget; and sets public hearings in compliance with State of Florida Truth in Millage (TRIM) legislation. Attends budget hearings held in Commission chambers to adopt millages and budgets and ensures adopted budget is printed and released subsequent to its adoption by the Commission; Monitors General, Enterprise, Special Revenue, Internal Service, and Capital Project Fund revenues and expenses through an automated financial management system. Ensures proper code designation for purchase requisitions, and direct payments; Approves budget transfers; Authorizes requests to fill vacant positions through an automated position control system. Prepares agenda items for transmittal to City Commission. Submits quarterly reports as required by City Charter and recommends budget amendments as necessary to maintain fiscally sound and balanced budget as required by State Statutes and local laws. Facilitates deployment of the City strategic management model (“excellence model”) across all departments, including performance monitoring. Confers with external auditors at year-end closing and responds to inquiries regarding budget to actual fluctuations. Conducts operational audits/productivity reviews of agencies and/or work processes to improve productivity and refine departmental objectives. Performs related work as required. **Minimum Requirements:** Graduation from an accredited college or university with a degree in Finance, Accounting, Public Administration, Business Administration or equivalent, with masters degree preferred; bachelor’s degree with considerable experience in local government budgeting may substitute for a degree in Finance, Accounting, Public Administration, Business Administration or equivalent. A minimum of three (3) years experience in the preparation and implementation of local government budgets, experience with Florida Truth in Millage and budgeting requirements preferred. Experience in productivity analysis, performance management, and budgeting processes; experience with strategic planning and strategic management preferred. Familiarity with automated financial management systems, and performance based budgeting. **APPLY ONLINE AT:** **<http://web.miamibeachfl.gov/hr/jobs.aspx>**

Planning Director — City of Miami Beach, FL (90,000) — Salary Range: \$107,025.88 - \$172,857.88 plus benefits. This is a responsible management position overseeing the operations of the Planning Department, involving complex professional administrative work organizing, staffing, directing and controlling all activities of the department. Serves as chief of staff to the Planning Board, Board of Adjustment, Design Review Board and Historic Preservation Board. Responsible for preparation and interpretation of the City's Comprehensive Plan and Zoning Ordinance. **Illustrative Examples of Duties:** Manages the operations of the Department and supervises all staff. Serves as chief of staff to all development review boards. Makes presentations to the City Commission and community groups on planning and related issues. Interprets the Zoning Code and issues official interpretations. Develops goals and objectives for the City's long-range development and the Comprehensive Plan. Manages and participates in specific projects and studies. Drafts, coordinates the review, and recommends all text amendments to the Zoning Ordinance. Provides policy, direction and guidance on all current planning projects/studies. Reviews all public and private development projects for compliance with the Comprehensive Plans, Neighborhood Plans, and Zoning Ordinance. Reviews all staff reports for the Board of Adjustment, Planning Board, Design Review Board, Historic Preservation Board and City Commission (as applicable). Coordinates planning issues with other City Departments. Represents Department in meetings with developers and applicants regarding proposed projects. Responds to citizens and Commission inquiries and complaints regarding planning and development issues. Serves as mediator regarding disputes on zoning compliance. Develops Department budget and ensures that expenditures are kept within budget. Implements policies and procedures to improve efficiency of Department. Provides vision as to the future development of the City. Monitors and evaluates the performance of staff. Performs related tasks, as required. **Minimum Requirements:** Any combination of education and experience equivalent to graduation from an accredited college or university supplemented by a Master's degree in urban planning and considerable experience of fourteen (14) years in professional planning work, including eight (8) years experience in a supervisory capacity. Experience can substitute for education on a year for year basis. **APPLY ONLINE AT:** <http://web.miamibeachfl.gov/hr/jobs.aspx>.

HR Director — Osceola County — Osceola County (population 270,618), Florida is seeking a Human Resources Director to direct the planning, organization, and implementation of all Human Resources and Risk Management functions for the County. Incumbent performs highly complex, managerial and strategic work with responsibility for areas including, but not necessarily limited to, recruitment, training and assessment, classification and compensation, benefits, risk management and safety, employee and labor relations, and organizational development. Employees in this classification administer functions in compliance with broad policy guidelines, regulations and collective bargaining agreements. Incumbent exercises critical judgment and considerable initiative in administering the direction of Human Resources functions, however, may confer with the County Manager in unusual Human Resources or legal matters. Minimum requirements include a Bachelor's Degree in Human Resources or related field plus five (5) to seven (7) years progressively responsible experience in human resources work, to include two (2) to three (3) years experience in management capacity. To review the job description and apply please visit our website: www.osceola.org, only online applications are accepted. Minimum salary \$98,161.25.

Budget Manager — Plantation — Posting Expiration Date: Open until filled. Salary: \$55,655 - \$91,394 plus benefits. Description: This is an exempt position that directs the development and oversight of the City's annual budget and 5-year Capital Improvements Plan (CIP). This is highly responsible, creative policy development and resource allocation work in planning, organizing and reviewing all activities of the City's budget development. This position is responsible for researching, analyzing and presenting numerous options for financial management and planning. Work involves the daily operations of budget management, analyses of fiscal conditions, year-end projections, review and monitoring of department budgets and evaluations of financial alternatives consistent with City goals and objectives. **EDUCATION:** Graduation from an accredited four-year (4) college or university with a major in Accounting, Finance or Public Finance. **EXPERIENCE:** Three (3) years progressively expanded experience following graduation. CPA and Masters Degree desirable. Possess experience in government accounting, budgeting, internal and external auditing work. Any equivalent combination of education, experience/training may be considered. **HOW TO APPLY:** Go to www.plantation.org and download an application. Submit a completed City of Plantation Employment Application to: City of Plantation, Attn: Human Resources Department, 400 NW 73rd Avenue, Plantation, FL 33317.

Finance Director — City of Titusville Fl (45,000) — Salary \$61,280-\$98,065. Reports to the Executive Director of Support Services. \$33.4 M operating General Fund. Requires a bachelor's degree in business or Accounting + 10 years of progressively responsible experience in Finance, 5 years of which must include governmental Finance and 5 years of executive level supervisory and managerial experience. MBA or CPA preferred. Resume and cover letter to Human Resources, City of Titusville, 555 South Washington Avenue, Titusville, Fl. 32781. Open until filled. EOE

City Manager — City of Zephyrhills — The City of Zephyrhills, Florida is seeking applicants to fill the position of city manager. The current city manager is retiring after serving for 15 years. The City has had three city managers in the past 29 years. Persons interested in applying for the position should send an application, detailed resume, personal and professional references and other information to be considered during application review to the City of Zephyrhills, [City Manager Search](#), attn: City Clerk, 5335 8th Street, Zephyrhills, FL 33542. The application may be accessed at www.ci.zephyrhills.fl.us. Zephyrhills has a population of 12,600 covering approximately 10 square miles. It is located in southeastern Pasco County, Florida (population 425,000), and approximately 23 miles northeast of Tampa, Florida. The City of Zephyrhills has a council manager form of government with five council members and elected mayor and was incorporated in 1914. The City Council appoints the city manager and city attorney. All other positions within the city are appointed through the authority of the city manager. The City Manager is the chief executive officer of the City and administrative head of the municipal government, responsible to City Council for the administration of all general government programs and services; is responsible for enforcement of all city laws, ordinances and policies; prepares the budget; and performs other duties assigned by City Council. The current city budget is \$46 million and is comprised of five funds: General Fund, Utilities, Sanitation, Airport and Special Revenues. There are approximately 180 employees under the city manager's span of control. There are two collective bargaining units within the city: firefighters and fire captains within the Fire Department and patrol officers, detectives and school resource officers within the

Police Department. The City participates in the Florida Retirement System. Applicant must pass background checks, physical and drug test and possess a valid Florida driver's license.

Requirements of the Position: Education: Bachelor of Science/Arts degree (accredited school) in Public or Business Administration, Political Science or related field of supervision and management; Master of Public Administration (MPA) or Master of Business Administration (MBA) preferred. Experience: Minimum five years progressive work experience in management and/or public administration, governmental experience preferred; the ideal candidate will have an understanding of economic development, community redevelopment, municipal finances and strong interpersonal skills. Florida governmental experience preferred.

The city's manager position is defined by charter and duties and powers of the position are established within the Charter Section 33.02. Charter is accessible on the web site. **Essential Functions** (as defined by the Charter): Appoints, suspends or removes all city employees and administrative officers; Directs and supervises the administration of all departments, offices and agencies of the city; Attends all City Council meetings (the city manager shall have the right to take part in discussion but shall not vote), prepares and distributes Council agendas; Implements and enforces all laws, provisions of the Charter and acts of the City Council; Implements (supervises) all purchasing policies of the City; Prepares and submits the annual budget and capital improvement program to the City Council and implement final budget approved by the City Council. Pay grade range is \$70,200 to \$105,290. Applicants should be aware that all applications in Florida become a matter of public record upon receipt. All applications are due by Wednesday, March 16, 2011 at 4 p.m. in the Office of the City Clerk, 5335 8th Street, Zephyrhills, FL 33542. Candidates selected for interview will be required to visit the City of Zephyrhills at his or her own expense upon a date selected by City Council. Only those candidates short listed will be called for interviews. The City of Zephyrhills is an Equal Opportunity Employer and a Drug Free Workplace.

Dates to Remember:

February 18, 2011—District VII Training, Tampa
February 25, 2011—District V Training, Oakland Park
March 10, 2011—District VI Training, Fort Myers
March 11, 2011—District IV Training, Jupiter
March 17, 2011—District III Training, Kissimmee
June 1-3, 2011—FCCMA/TLG Conference, Clearwater