



# *The* MANAGER

FLORIDA CITY AND COUNTY MANAGEMENT ASSOCIATION  
Post Office Box 1757 – Tallahassee, Florida 32302 – (850) 222-9684  
Home Page: <http://www.fccma.org>

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## **Executive Compensation Guidelines – ICMA's Newest Release**

*By Lynn Tipton, Executive Director*

Happy New Year to each of you! I know that many of you are ICMA members, but for the benefit of all of FCCMA's members, I want to direct you to the following link to read the newly released compensation guidelines.

[http://webapps.icma.org/newsletter/dsp\\_selected\\_editorial\\_article.cfm?publication\\_id=37&publication\\_issue\\_id=671&nf\\_id=704d909f-e7eb-4097-baee-f31a5c7c309a](http://webapps.icma.org/newsletter/dsp_selected_editorial_article.cfm?publication_id=37&publication_issue_id=671&nf_id=704d909f-e7eb-4097-baee-f31a5c7c309a)

As I discussed several times last year in this column, the Bell, California situation has placed our profession in a very challenging situation. ICMA has issued these guidelines and has tasked their Regional Vice Presidents with discussing them at the various conferences across the country (and internationally) over the next year. Lee Feldman will be at our FCCMA conference in June (our joint conference with the Alliance for Innovation) and a session will be held on this topic. There has also been a suggestion for ICMA to hold a webinar/phone discussion on this subject in April – we will let you know if this session is scheduled.

The reputation of professional public managers for cities, counties and other local governments has been given quite a black eye with several "Bell-like" situations; the future of the profession will depend upon the responses, actions and attitudes of the membership.

## **FCCMA/TLG Conference**

The FCCMA Annual Conference in conjunction with the Transforming Local Government Conference will be held June 1-3, 2011 in Clearwater Beach, FL. Registration packets for the

annual conference will be mailed in February. Please visit [www.tlgconference.org](http://www.tlgconference.org) for up-to-date conference information and to register online.

## **January Member Spotlight**

**Jeffrey L. Miller, City Manager, Tamarac**

*By Anita Fain Taylor, City Manager, City of Lauderdale Lakes*

Jeffrey L. Miller has served as Tamarac's City Manager since 1999. He originally came to the City in 1994 as Director of the Community Development Department. Jeff obtained his Master's degree in Urban and Regional Planning and a Bachelor of Arts degree from Syracuse University. He is a proven local government administrator, and after more than 25 years of dedicated service, he is retiring this month.

The City of Tamarac (12 square miles) is strategically located in the center of Broward County, between Miami-Dade and Palm Beach Counties in South Florida. Since its incorporation in 1963, Tamarac has prospered and grown into a full service city. The approximate population of the City is 60,000.

**You are retiring this month. What would you say was the most memorable moment of your career as City Manager?**

Completing construction of our Community Center on Commercial Boulevard. We had 500 people at our grand opening!

**What got you interested in public service?**

Robert F. Kennedy. I worked on his campaign for President when I was a college student at Syracuse University.

**What challenges are City Managers going to face over the next five (5) years?**

Doing more with less and prioritizing the services we do offer.

**What changes have you seen in the profession? What changes would you like to see?**

The tremendous influence of technology in service delivery, and the decline of financial resources. We need to do a better job of educating our citizens on the benefits of "good government."

**Has there ever been a situation that caused you to laugh until you cried?**

Yes, in Tamarac we held two elections to annex an area into our City, and the election results in both were tied. The first election was 0-0. The second election was 9-9. We eventually had to file a local bill in the legislature to complete the annexation.

**You were President of the Broward City/County Management Association for two years.**

**What did you enjoy most about that experience?**

Working closely with other City Managers and experiencing first-hand the dedication and talent they bring to their positions.

**After retiring, what will you miss the most regarding public service?**

I will miss the opportunity we are all given to improve our community. I will also miss the great staff in Tamarac, and all the other wonderful people who have chosen public service as their profession.

**What are your retirement plans?**

Our immediate plans are to travel – a cruise to Alaska is planned.

**If you chose a second career (life after City Management), what would it be?**

I might consult and/or teach.

**What advice would you give to us who are still serving as City Managers?**

Spend more time with your elected officials – especially the good ones. It's becoming very difficult to serve in elected office these days.

**How do you relax?**

I read, play golf, exercise, and listen to music.

**In Memoriam of Oscar Hetteima**

Oscar Hetteima passed away on Wednesday, November 24 at the age of 99 ½ years old. His daughter Joan Smoak, sent us a letter informing us of his death saying that he maintained a high quality of life until about the last four months of his life. Every year when Oscar signed his dues statement he would always send a note letting us know that he was still alive and how old he was.

Oscar has been a member of FCCMA since 1946 and was one of our original members. He served as President of the Association in the Program Year 1956-1957 when he was manager of Dade City.

Dick Simmons, Past President and long-time member of FCCMA shared the following: Oscar Hetteima was the oldest Past President of COMA and I think the oldest COMA member. Oscar was a fine man and was a great and dedicated president. I was a young Manager and considered him an inspiration and a mentor. He was never too busy to take time to share with another manager. When he served, FCCMA was smaller, we had no staff, and the annual dues were five dollars per year; so he paid his own expenses and did his own planning. He was a long-time manager of Dade City and moved to Winter Haven where I got to know his family, which was the most important thing in his life. We lost a pioneer, leader and a man of integrity when we lost Oscar Hetteima.

We give our condolences to his family and we will miss his notes.

**2011-2012 Board of Directors' Elections**

A letter was sent at the end of November to all full members for self-nomination for the position of Secretary-Treasurer and At-Large Director. If you are interested in filling one of those positions, please send your self-nomination to Lynn Lovallo at FCCMA, P.O. Box 1757,

Tallahassee, FL 32302 by January 24, 2011. The District Elections for the odd-numbered districts are being held in their respective districts.

## **FCCMA Scholarships**

The deadline to apply for both scholarships is in February. The B. Harold Farmer Scholarship application is due at 5:00 p.m., February 7, and the Emerging Leaders Scholarship application is due at 5:00 p.m. February 25.

The B. Harold Farmer Scholarship is awarded to a student who demonstrates a strong commitment to pursuing a career in local government management, successfully balances both school and personal endeavors, understands the ICMA Code of Ethics and the council/manager form of government and can commit to promoting the subsequent year's Scholarship program. The student must be enrolled during the summer or fall of 2011 and pursuing a public administration or related degree at a Florida-based university. For more information, contact Carol Russell at [crussell@flicities.com](mailto:crussell@flicities.com).

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@flicities.com](mailto:llovallo@flicities.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 award brochure was mailed in December. It was last year's brochure and a correct brochure will be mailed in mid-January. You may use the old one but please note that the submittal date is incorrect and the correct date 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@flicities.com](mailto:crussell@flicities.com).

## **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—January 21, 2011, Gainesville

District VII—February 18, 2011, Tampa

District V—February 28, 2011, Dade/Broward Site TBD

District VI—March 10, 2011, SW Florida  
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 VI Training on January 21 from 9:00 a.m. – 1:00 p.m. at the Ironwood Golf Course in Gainesville. 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. Ken Olson, Budget Officer, City of Jacksonville; and Paul Wunderlich, Director of Finance and Accounting for the Orange County Comptroller’s Office, 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 training is also being held in Tampa on February 18 from 9:00 a.m. - 1:00 p.m. at the Hillsborough County Children’s Services Center. The speakers are Kim Adams, Director of Finance, Largo; and Dennis Rogero, Budget Officer, Tampa.

For information on all the district trainings, email Carol Russell at [crussell@flcities.com](mailto:crussell@flcities.com).

## Free Webinar

We at the IRS know municipalities want to do the right thing. In fact, our studies show the errors municipalities make in filing taxes aren't normally based on fraud or intentional noncompliance, but on lack of knowledge.

So ask yourself: Do the members of the Florida City and County Management Association know why some municipalities pay social security and others do not? Why some government workers pay into social security, others pay into a state retirement system and others pay into both systems at the same time? Why some government workers pay Medicare and not social security tax?

The IRS office of Federal State and Local Governments (FSLG) wants to give them those answers! You and your members are invited join our **FREE WEBINAR** about “218 agreements” on January 27<sup>th</sup>. These agreements are voluntary arrangements between governmental entities and the Social Security Administration to provide social security and Medicare coverage for groups of employees in addition to—or *in place of*—coverage by a public retirement system.

Among the topics that will be discussed are the legislative history of section 218, coverage rules, tax compliance issues, and modifications to agreements. The webinar will also include an introduction to a new FSLG Self-Assessment Compliance tool designed for use by government entities. Enrolled agents may receive Continuing Professional Education credit for participation. For more information, and to register on-line, click [here](#) or go to <http://www.visualwebcaster.com/IRS/74074/reg.asp?id=74074>

You can also find answer to many questions about how tax laws affect government entities by visiting the FSLG website at [www.irs.gov/govt/fslg/](http://www.irs.gov/govt/fslg/)

## **Strategies for Safe and Sustainable Communities Symposium**

A Symposium: *Strategies for Safe and Sustainable Communities* is scheduled for February 4 at the Holiday Inn, Fort Myers Airport at Town Center, 9931 Interstate Commerce Drive, Fort Myers, FL 33913. It will be from 9:30 a.m. - 3:30 p.m. Registration begins at 8:30 a.m. with program at 9:30 a.m. Lunch included.

The full-day event details strategies implemented in the pilot program focused on a community building process that lays the foundation for transforming high crime communities into safe and sustainable neighborhoods over time. Each speaker was actively involved in the pilot program and will present a component of the strategy during the symposium. By utilizing a holistic approach to bring about community change, the symposium educates attendees on the process and importance of engaging the skills and resources of local residents, businesses, community organizations, government agencies and educational institutions to promote the development of a safer environment.

This free event is being presented by the University Area Community Development Corporation, Inc. and the State of Florida Office of the Attorney General. Online pre-registration required at <http://symposium.uacdonline.org> Seating is limited.

## **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](mailto: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](mailto:llovallo@flcities.com) or Carol Russell at [crussell@flcities.com](mailto:crussell@flcities.com).

### **Roger Baltz**

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Former Manager of Charlotte County  
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### **Barbara Barnes-Buchanan**

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Former Assistant City Manager of Bonita Springs  
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**Susan Boyer**  
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Former Manager of Crystal River  
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**Matthew D. Brock**  
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Former Manager of Grant-Valkaria  
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**Cory Carrier-Penton**  
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**James F. "Jim" Coleman**  
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**Kathleen Dailey Weiser**  
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**Kenneth Fields**  
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**Laura Hannah**  
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Former Assistant Manager of Lake Worth  
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**Gary Shimun**  
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**Edward F. Smyth Jr.**  
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Former Manager of Hawthorne  
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**Donald Stilwell**  
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**\*William R. Whitson**

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**Oel Wingo**

District II

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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. **Ocea Lattimore**, District VII, Wastewater Operations Manager, Tampa, Affiliate Member; and **David Maloney**, District III, Master's in Public Administration, University of Central Florida, Student Member.

## **Positions**

**Budget Analyst — Alachua County** — This position is in the County Manager, Office of Management & Budget, located at 105 SE 1<sup>st</sup> Avenue, Gainesville, FL. Bachelor's degree in business administration, public administration, financial management, accounting or a related field and one year progressively responsible professional experience in budgeting, finance, accounting, or related studies; or any equivalent combination of related training and experience. A Master's degree in a related field may substitute for one year of experience. Successful completion of a criminal history background investigation is required prior to employment. Applicants within six months of meeting the minimum education/experience requirement may be considered for trainee status. **Two years of governmental budget experience is desirable.** Classification of position pending County Manager approval. Closing Date: February 4, 2011. Apply on line at [www.alachuacounty.us](http://www.alachuacounty.us) Applicants with disabilities will be accommodated in the application process. Preference in initial appointment will be given to eligible veterans and spouses of disabled veterans. AA/EOE. Final candidates will be required to successfully complete a pre-employment drug test.

**City Manager — City of Bonita Springs, FL** — (Population 45,000). Please visit [www.cityofbonitasprings.org](http://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](mailto: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.

**Town Administrator — Town of Davie — General Statement of Job:** Responsible for the administration of all departments responsible to the Town Council and for the proper administration of all affairs under the jurisdiction of the Town of Davie. Administer and carry out the directives and policies of the Davie Town Council and enforces all orders, resolutions, ordinances, and regulations of the Council to assure they are faithfully executed. **Minimum Training and Experience:** Master’s degree in Public or Business Administration or related field from an accredited college or university and five (5) years of related responsible governmental administrative/management and supervisory experience; or bachelor’s degree in Public or Business Administration or related field from an accredited college or university and seven (7) years of related responsible governmental administrative/management and supervisory experience. Previous Florida Governmental experience strongly preferred. **Pay Range:** DOQ. **Deadline to Apply:** February 15, 2011 @ 5:00 p.m. Please apply online via our website at [www.davie-fl.gov](http://www.davie-fl.gov). Once there, click Job Opportunities. *The Town of Davie is an Equal Opportunity Employer and does not discriminate on the basis of age, citizenship status, color, disability, marital status, national origin, race, religion, or sex.*

**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](mailto:www.fwbhrdir@fwb.org). Position will remain open until filled. EOE/ADA/V/DFWP.

**Budget Division Director — Lake County Florida** — Lake County is seeking an experienced professional to fill the position of Budget Division Director. The Budget Division Director position is responsible for overseeing the County's operating and capital budgets, including but not limited to the development of the annual budget ensuring all deadlines and legal requirements are met; continually analyzing the financial condition of the County and preparing financial forecasts; providing financial and budgetary assistance to County departments and developing tools for maintaining budgetary controls; directing the processing of assessments; reporting events and activities to senior management, elected or appointed officials and state agencies; and supervision and leadership of Budget Division staff. The position develops and implements programs within organizational policies; reports major activities to executive level administrators through conferences and reports. The salary range for this position is \$ 65,312.00 - \$104,520.00. The minimum required qualifications for the position include a Bachelor's degree in Finance, Public Administration or closely related field; eight (8) years of progressively responsible related experience; and a valid Florida driver's license. Applications are being accepted through the County's website [www.lakecountyfl.gov](http://www.lakecountyfl.gov) and will be accepted until the position is filled. Lake County is an Equal Opportunity Employer/Drug Free Workplace/Veterans Preference Applies. Please call the Lake County Department of Employee Services at (352) 343-9596 with any questions.

**Senior Program Specialist — Lake County** — Salary: \$39,499 – \$63,1901.90 annually. The Lake County Board of County Commissioners is seeking candidates for the position of Senior Program Specialist to manage the Community Development Block Grant (CDBG) Programs for the Department of Economic Development and Community Services. The position performs professional and technical work in the coordination and management of the County’s Geographic Information Systems (GIS) software application programs and related systems. The position is responsible for supervising assigned staff, managing assigned budgets/grant-funded programs, planning and implementing programs, assisting citizens and community organizations, documenting activities and performing related administrative functions. Requires a Bachelor’s Degree in community development, urban planning, public administration, social services or a closely related field with four (4) years of progressively responsible related experience. Requires a valid Florida driver’s license. May require the ability to complete National Community Development Association CDBG Practitioners’ training or Florida Housing Coalition Income Eligibility and Housing Rehabilitation training within two years of employment. Additional information is available at [www.lakecountyfl.gov](http://www.lakecountyfl.gov).

**Assistant City Manager — Miami Beach, FL (90,000)** — The City of Miami Beach is a full-service municipality located in Miami-Dade County and is home of “South Beach”. An island city of 7.1 square miles that separates Biscayne Bay from the Atlantic Ocean, Miami Beach has a year-round, local population of approximately 90,000. The population can reach 300,000 depending on local happenings and time of year, which creates a unique environment. Miami Beach is a vibrant, tropical, historic community, a true “24-hour” city, which creates an unparalleled municipal management experience. The City is seeking an innovative, experienced, professional administrator to provide executive-level leadership and program direction. The Assistant City Manager analyzes, resolves, and makes recommendations concerning major issues affecting City operations. The Assistant City Manager works collaboratively with City’s executive staff/Department Directors to develop and implement policy directives; coordinates interdepartmental initiatives; oversees functional responsibilities and provides critical analysis in identifying and implementing opportunities for organizational efficiencies. **REQUIREMENTS:** Bachelor’s Degree in Public or Business Administration, or related field required; Master’s Degree preferred. At least 7 years experience in Executive/Senior Management capacity in public/business administration required, as well as a career demonstrating progressively responsible leadership positions involving broad administrative, supervisory/management experience. Prefer experience in leading technical economic development negotiations; public/private partnerships; municipal construction/public works industry; and other operational areas. Position requires highly independent and empowered individual with strong work ethic and responsible, results-oriented personality. **PROCESS:** Position open until filled. Screening will be conducted on continuous. Salary: \$137,311.20 - \$221,772.98 (DOQ). For more information and to APPLY ONLINE, visit the City’s website: <http://web.miamibeachfl.gov/hr/jobs.aspx>. EOE/AA/ADA/VET PREF

**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](http://www.osceola.org), only online applications are accepted. Minimum salary \$98,161.25.

**City Manager — Polk City, FL** — (pop. 1685) Polk City is approximately halfway between Tampa and Orlando on I-4 in Polk County. The city has a small town rural feel. It is a community with character and incredible natural resources. Polk City provides water and sewer services to their service area. The City Manager is responsible to a five member City Council for the day-to-day operations of the city including, but not limited to, finance and budgeting, economic development, community development, public works, contract management for utilities and other contracts, public safety, administration, and personnel. The city currently has 10 full-time and part-time employees with an annual budget of \$3.8M. Polk City Manager requirements are as follows: Minimum of 5 years experience in a top-level administrative/management position for a city, county or other government entity. A Bachelors Degree in Public or Business Administration is preferred. Must be able to demonstrate strong financial/budgeting skills. Applicant must be a resident of Polk City or become a resident within a negotiable period of time. Members of ICMA preferred. Experience as City Manager or Assistant City Manager will have preference. Salary is negotiable. Deadline for applying is February 10, 2011. Send cover letter, resume, salary history and/or salary expectation or requirement, and at least 3 professional references to: City of Polk City, 123 Broadway Blvd., Polk City, FL 33868, Attention: City Clerk – Patricia Jackson or, email the City Clerk: [patricia.jackson@mypolkcity.org](mailto:patricia.jackson@mypolkcity.org). Polk City is an equal opportunity employer and a drug-free workplace. Current employees of Polk City are encouraged to apply.

**County Manager — The Polk County Board of County Commissioners** — Polk County is strategically located in the center of the Florida peninsula just 25 miles east of Tampa and 35 miles southwest of Orlando. As the geographic center of Florida, it is estimated that more than

7.5 million people reside within a 100 mile radius of Polk County, making it one of the largest concentrations of population in the southeast. In 2007, Polk received the National Civic League's honored designation as an "All America County," recognizing our cooperative and strategic approach to community problem solving. Our progressive communities, ideal location, and rapid growth make Polk an exciting place to live and work. This position is exempt from appeals procedures. The successful applicant works at the pleasure of the appointing authority. The County Manager shall be head of the administrative branch of a charter county government, and shall be responsible to the Board of County Commissioners for the proper administration of all affairs of the county. The successful candidate shall also have a liaison relationship with the County Attorney as required. **THE COUNTY MANAGER:** Administers and carries out the directives and policies of the Board of County Commissioners and enforces all orders, resolutions, ordinances and regulations of the Board to ensure that they are faithfully executed. Selects employees and supervises all personnel. Grants promotions and fills all vacancies, positions, or employment under the jurisdiction of the Board; provided, however, the employment of all Department Heads shall require confirmation by a majority vote of the Board of County Commissioners, and further provided that said actions shall be taken in accordance with the prescribed employment practice procedures and pay plan adopted by the Board. Suspends, discharges, demotes, disciplines, or removes any employee under the jurisdiction of the Board pursuant to procedures adopted by the Board. Provides administrative assistance to the Board of County Commissioners and is responsible for the administration of all departments, divisions and offices of the County government which the Board has the authority to create. Attends all regular and special meetings of the Board and shall have the right to participate in its discussions. Performs other duties as may be required by the Board of County Commissioners.

**Qualifications include:** Graduation from an accredited four (4) year college or university with a degree in public administration, business administration, or a related field, supplemented by professional training courses in management techniques. A minimum of five (5) years progressively responsible experience in management. Knowledge of administrative and management concepts and practices. Knowledge of financial and budget matters.

- Knowledge of modern business methods and procedures as applied to County government. Ability to delegate authority and responsibility. Ability to maintain satisfactory work relationships with department heads, County employees, and the public. Ability to communicate effectively with the public, business and civic groups. Ability to present ideas and programs verbally and in writing. A valid driver's license and ability to secure a valid Florida driver's license at the time of employment within this classification. A comparable amount of training and experience may be substituted for the minimum qualifications. **SPECIAL REQUIREMENTS:** The County Manager shall maintain residency in Polk County during the tenure of office and shall not engage in any other business or occupation without the express approval of the Board of County Commissioners. **For detailed information and to complete a Polk County Application for Employment, visit the Polk County BoCC website and refer to Job Order # 0010. [www.polk-county.net](http://www.polk-county.net) AN EQUAL OPPORTUNITY EMPLOYER M/F/D/VP. NO PHONE CALLS, PLEASE. [http://www.polk-county.net/subpage.aspx?menu\\_id=24&nav=gov&id=24458](http://www.polk-county.net/subpage.aspx?menu_id=24&nav=gov&id=24458)**

**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

**County Administrator — Wakulla County** — Wakulla County, Florida (population estimated at 32,000) is seeking an experienced professional to fill the position of County Administrator. The minimum qualifications for the position include a Bachelor's degree in public administration, business administration, management, political science or a related field and 7 years of related experience; or alternatively, a Master's degree in public administration or a related field and 5 years of related experience; or alternatively the Board will consider a candidate without a college degree who has at least 10 years of experience demonstrating progressively responsible leadership positions involving administration, supervision, and management. If not a current resident of Wakulla County, relocation to reside within Wakulla County is required upon appointment. Preference may be given to a candidate who has Florida experience as an upper-level public manager in local government, including direct knowledge and proficiency with budgetary, procurement, and administrative related functions. The salary range for this position is \$75,300 to \$124,245. The final salary will be commensurate with the successful candidate's experience, but will not exceed 20% above the minimum. Interested candidates should submit a resume, cover letter, and completed county employment application. Application packets are being accepted at the Wakulla County Office of Management and Budget, 3093 Crawfordville Highway, Crawfordville, Florida 32327. For additional information relating to experience and qualifications, please contact OMB Coordinator, Ms. Debbie DuBose, at [ddubose@mywakulla.com](mailto:ddubose@mywakulla.com) or 850.926.9500 or visit [www.mywakulla.com](http://www.mywakulla.com). The position will remain open until filled, but for first consideration applications should be received by February 1, 2011.

***Dates to Remember:***

January 21, 2011—District VII Training, Gainesville  
February 2-4, 2011—FCCMA Winter Institute, Lake Mary  
February 18, 2011—District VII Training, Tampa  
February 28, 2011—District V, Dade/Broward Site TBD  
March 10, 2011—District VI, SW Florida  
March 11, 2011—District IV Training, Jupiter  
March 17, 2011—District III, Kissimmee  
June 1-3, 2011—FCCMA/TLG Conference, Clearwater