



The MANAGER

FLORIDA CITY AND COUNTY MANAGEMENT ASSOCIATION
Post Office Box 1757 – Tallahassee, Florida 32302 – (850) 222-9684
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The picture was taken when the FCCMA Past Presidents came to Tallahassee to meet with the Legislative staff. From left to right: Lee Feldman, City Manager, Palm Bay; Vince Long, Deputy County Administrator, Leon County; Dan Kleman, Director Fire & Rescue Department, Jacksonville; Joseph Yarbrough, City Manager, South Daytona; Pamela Brangaccio, City Manager, New Smyrna Beach; and Robert E. Lee, Executive Director, Center for Florida Local Government Excellence.

Watching the Light Come On

By Lynn Tipton, Executive Director

Last week, I spoke at a Cub Scout Blue and Gold banquet – the year-end event in which certain pack members graduate up to the next level, individual awards are given, and pack and den leaders are appreciated. The audience of nearly 100 people included parents and children, obviously, and was a great mix of ages. I was asked to speak because of a recent interview I'd done on the City of Tallahassee's channel "CityTalk" about the curriculum for teaching teachers how to teach local government civics. Following the meal, I was supposed to give a 20-minute talk about the importance of civics and leadership, but knowing that I stood between the group and their desserts, I wisely chose to speak for only 10 minutes. Engaging children under age 10 on such a dry subject was certainly a challenge, but one of our favorite exercises is the show of hands for activities throughout the day, and then naming the government that helped: "Did you brush your teeth? Yes? Where did the water come from?" "Did your parents drive you on a road today? Which road? Who is responsible for that road?" "Did you play at the park this afternoon? Which park?" You get the idea. The one where the parents really start to pay attention is, "Did you help Mom or Dad put out the garbage today? Who picks that up? Where does it go?" I usually see the parents conferring with one another on the "where does it go" portion – and if I'm lucky – the lights start to go on...not always with the kids, but I'll take whatever converts I can get! The number of voices participating, and hands being raised, starts to increase – and by the end of the exercise we've all had a civics lesson.

In 21 years of working with local government and their associations, I never tire of seeing the light come on for someone who hasn't given government or government services a thought for awhile (maybe a long time). So much of what cities and counties do is invisible to others – but so critically important. I share this thought as encouragement to each of you as you work through the beginning of your budget planning, department meetings, and other daily events – it is the simple things that often bring great joy, and in public service, these moments of joy are to be cherished. I hope you have the chance to see the light come on in a citizen's eyes, an employee's eyes in the next few days as you share your experience, knowledge and commitment.

Member Spotlight – Kim Kirby, City Manager, City of DeFuniak Springs

You've been with the City of DeFuniak Springs for some time now. What got you interested in public service?

Following the birth of my son in 1987, I was looking for a job closer to home, and at the time the City of Chattahoochee had an opening for a Utility Billing Clerk. I had worked in the private sector up to that time. Over the next seventeen years I held several positions with the City and through those experiences and the people I worked with, I developed a passion for the profession. In 2005, I began working with the City of DeFuniak Springs, as their City Manager. I believe that working for the public is an honor and a privilege, and at times although challenging, I find it personally rewarding to know that the things we do every day and the decisions we make in this profession will impact our communities for years to come.

What has been your most memorable experience while serving as City Manager?

Wow that is a difficult one, because I have had so many memorable experiences! I would have to say personally, and the most difficult, was the loss of my son in 2007. I was truly overwhelmed by the tremendous support I received from my professional colleagues and members of my community. I even had citizens I had never met before, come by City Hall to hug me and offer their condolences; acts of kindness and support, such as these, mean so much to those of us who have lost someone so dear to them. Professionally, my most memorable experience – and one I take great pride in - would be winning the 2008 Partnership Award with CH2MHILL/OMI for our public/private partnership in bringing their “Quality Process” to our city team. We have worked collaboratively with them in achieving customer amazement, understanding the triple bottom line, empowering our staff, and improving our processes. We have had many great things come out of this, and still do!

What skills and aptitudes do you think are most important for people serving in local government administration? What has worked best for you in your long career?

People skills are number one! If you can’t communicate with, listen to, and understand the concerns and needs of the people around you: co-workers, colleagues, citizens, city officials, the business community, professional associations, and elected officials then you cannot be effective in this profession. Their needs and those of the community are dynamic and diverse and a public servant must have the ability to adapt, stay connected, and remain aware of the challenges ahead and the opportunities available. I also think an understanding of all phases of your local government, by actually walking in those shoes, is the best education of all. I have been fortunate to hold several positions and work alongside others as I diligently worked my way through the ranks while pursuing my educational goals.

I have held the position of billing clerk, and collected someone’s last dollar for their utility bill; I have held the position of purchasing agent and gained an appreciation for locating the best product at the best price; I have held the position of public works director and understand the wide range of responsibilities within this department, that largely go unnoticed until something isn’t working as it should such as missed garbage, a broken water line, an inoperable lift station, or rights of way in need of cleaning and mowing. I’ve also taken the time to historically have ‘work days’ within other departments that I have not had the opportunity to become as intimately familiar with, such as installing a new natural gas service line, cutting off utilities for nonpayment (at the actual meter while the customer was either pleading or complaining), riding with the police officers and experiencing the adrenaline rush when that call comes in over the radio, putting on bunker gear and performing drills or participating in a fire inspections, driving the trash truck and raking up the yard waste, and my personal favorite picking up garbage and taking it to the dump. It is amazing the things you learn when you work alongside those that perform these jobs everyday! These opportunities have provided me with more insight and a deeper understanding as they relate to my responsibilities, and tremendous respect and appreciation for the people who carry out these duties each and every day!

What challenges and opportunities has the economic downturn brought for your area? How is all of this affecting the day to day operation of local government?

Although we have been impacted and continue to feel the effects of this economy, I am thankful that we have not experienced some of the same hardships and challenges as some other local governments. First, about the time the increased property values impacted our area, the ‘bubble burst’ as they say. So, we didn’t experience a windfall in ad valorem revenues as other communities did. Although our revenues have fallen some, our property values have remained relatively stable. Secondly, we have been extremely conservative in our hiring over the last several years largely to focus on providing more competitive salaries for our current staff as well as providing them with the tools and training they need to work more effectively. I am extremely proud of our very dedicated and hardworking team and what we are able to accomplish here with such a thin staff! However, the flip side is, you can only expect people to work so hard for so long, and I don’t want the financial limits of the present economy to contribute to a loss of enthusiasm and the vision and desire our team shares for serving our community well. This economic downturn has also provided us the opportunity to examine our infrastructure needs so we may evaluate and plan for our present and future water, wastewater, transportation, and city facility requirements. This will help us to be better prepared to handle the demands of future growth in our area.

What do you do to relax when you can take a break from the job?

Hide from the world!!! I do require, what I term ‘me time’ to recharge my battery at times! I also find solitude in writing (not as often as I would like) and would like to write my own book someday. I enjoy spending time with my husband, Rick – traveling, dining, watching movies, time with family and friends; and the ultimate self indulgence – time at my favorite spa! Rick and I recently purchased some acreage near DeFuniak, where we plan to retire and we also enjoy spending quiet time there, just listening to the sounds of nature, watching the sunset, or building a fire. We are both looking forward to the time when we can throw away the cell phones and spend more time fishing, golfing, and boating!

Membership Update Form and Committee Signup Sheets

The membership update form for the 2010 directory has been mailed. Please carefully check the information to make sure we have the correct information, sign the form and return it to Carol Russell by March 19, 2010. If you want a new picture in the directory or have never had a picture and would like to include one, please email it to Carol Russell at crussell@flcities.com, pictures must be at least 300 DPI. We will be working on the new directory in May.

It is also time to sign up for committees for the upcoming program year. Carefully consider your time and commitment before responding. President-Elect Carl Harness will be forming his committees by the end of May; work begins in early June.

Three Florida Managers Become Credentialed

Three Florida managers have recently earned their credentialing, Jason Nunemaker, City Manager of Fellsmere; Paul McKitrick, Deputy City Manager of Daytona Beach and Jim Coleman, former manager of Williston.

To receive information about the ICMA credentialing program, contact Amanda Rilyea at rilyea@icma.org.

Slate of Officers and Directors

FCCMA's Nominating Committee met February 9, 2010 and prepared the proposed slate of officers and directors as follows. Elections were held in all even-numbered districts, and the results are listed as well. Voting will occur at the annual business meeting on Friday, May 14, 2010, at the Wyndham Orlando Resort, 8001 International Drive beginning at 12:15 p.m.

FCCMA Proposed Board of Directors Program Year 2010-2011

President

Carl Harness, Public Safety Administrator, Hillsborough County

President-Elect

Jonathan Lewis, Deputy City Manager, Palm Bay

Secretary/Treasurer

Oel G. Wingo, Ph.D, City Manager, Holly Hill

Past President

Joseph Gallegos, City Manager, Wilton Manors

District I Director

Jeffrey Brown, Assistant City Manager, Panama City

District II Director

James Hanson, City Manager, Atlantic Beach

District III Director

Desiree Matthews, Assistant City Manager, Kissimmee

District IV Director

George Brown, Deputy City Manager, Boca Raton

District V Director

Alexander Diaz, Town Manager, Golden Beach

District VI Director

A. William Moss, City Manager, Naples

District VII Director

Russ Blackburn, City Manager, Gainesville

District VIII Director

Douglas Thomas, City Manager, Lakeland

At -Large Directors

Joyce Shanahan, City Manager, Ormond Beach

Jill Silverboard, Assistant City Manager, Clearwater

Anita Fain-Taylor, City Manager, Lauderdale Lakes

All directors and officers meet the requirements to serve on the FCCMA Board of Directors as outlined in the FCCMA By-Laws, Article V, Sections 2, 5 and 6

FCCMA Annual Conference — “Impossible Dreams? Innovative Realities”

The FCCMA Annual Conference is less than two months away. Some of the “Conference Specials” were mailed last week. Don't miss these great events.

So You Want To Be A City/County Manager?

Then you need to attend this **FREE** one-day session! It will be held Wednesday, May 12, 2010 from 8:30 a.m. – 5:00 p.m. at the **Wyndham Orlando Resort**, 8001 International Drive, Orlando, Florida. Lunch will be provided for all participants.

Sessions include:

- Orientation to Management
- Coaching for Improved Performance
- Leadership Skills
- How to prepare yourself through your internship
- How to get the Job
- Speed Coaching

It is presented by the FCCMA Emerging Professionals Council in partnership with the Center for Florida Local Government Excellence. For a registration form contact Carol Russell at crussell@flcities.com, or (850) 222-9684.

SPECIAL OFFER—\$125 BUYS A ONE-DAY CONFERENCE PASS

Join FCCMA Thursday, May 13, 2010 at the Wyndham Orlando Resort at 8001 International Drive, Orlando for a special one-day conference pass. Highlights of the day include:

- Opening General Session
- Corporate/Government Partnership Presentation
- MIT Networking Luncheon
- TABOR: What We Can Learn From Colorado
- Two Concurrent Sessions: Cultivating Positive Citizen Participation and Consolidation and Intergovernmental Collaboration
- Buffet lunch in the Exhibit Hall

For a registration form contact Carol Russell at crussell@flcities.com, or (850) 222-9684.

A separate fee is required for the following two events. When you register for the conference, don't forget to register under special events for these sessions.

Pre-Conference Workshop — Mastering the Media

Dealing effectively with the media can be a powerful asset that catapults your professional career, but all too often interview opportunities are avoided like the plague! In today's world, the winners don't just do a great job. They know the importance of doing a great job and telling their success story, taking a proactive approach to informing the public. What separates the winners from the whiners when it comes to communication? Those who have mastered the media have simply taken the time to learn the common mistakes made in communications and how to "beat the blunders" to get their message across.

For anyone who has ever faced a microphone being shoved in their face (or fears that this will happen); for the professional who has been misquoted so often the media is considered a foe to be avoided at all costs; for those who think they're "too busy" to deal with reporters or that the task should be left to PR people – this seminar is designed for you! Receive practical advice that can change your outlook on dealing with the press, enhance your performance during an interview and create the kind of relationships needed with the media that will serve you well during crisis or "bad news" situations. This workshop will empower you to be the one in the driver's seat telling your story your way.

A separate registration fee of \$135 is required and registration is limited to the first 40 people.

Career Development Breakfast: "A Trendsetter's Perspective on Our Future."

Sponsored by the Emerging Professionals Council (EPC), this breakfast is open to all attendees.

Sylvester (Sy) Murray, one of the true pioneers in the City Manager's field will discuss the prevailing trends and how to survive in our profession in the future. He began his work in the public sector in 1964 as the Assistant to the City Manager for the City of Daytona Beach. His first city manager job was with the City of Inkster, MI in 1973. During his tenure as city manager for the cities of Cincinnati and San Diego in the 70's & early 80's, Sy was one of the few minorities serving in this capacity for a major metropolitan area. Sy served as the President for ICMA in 1983 and also served as the President for ASPA. After his years of service in local government Sy joined the faculty at Cleveland State University to coordinate their MPA program and is currently coordinating the MPA program at Savannah State University. Sy serves as a mentor to many students and professionals within our industry.

Please note that this is a change from what was printed in the Conference Brochure that you received in the mail.

A separate registration fee of \$35 is required.

If you have any questions regarding the upcoming conference, please contact Lynn Lovallo at llovallo@flcities.com or (850) 222-9684.

Congratulations, Lee!

Lee Feldman, City Manager of Palm Bay has been elected as the ICMA SE Regional VP. He will assume his seat after the ICMA Conference in October.

FCCMA District Training

District II Training will be held April 23, 2010 at the Sica Hall Community Center in Holly Hill from 12:00 p.m. – 4:00 p.m. The topic is "*Pensions and Health Insurance: Understanding the rising costs and what to do about it.*" The speakers are Paul Shamoun, Pension Manager of the Florida League of Cities and Kurt Gehring, President/CEO of the

Gehring Group. The cost is \$35 and lunch is included. Anyone is welcome, it is not just for District II members.

If you would like to register for any of the district trainings, please contact Carol Russell at crussell@flcities.com.

2010 Florida Municipal Achievement Awards

The Florida League of Cities is pleased to announce the Florida Municipal Achievement Awards program. The goal of the new Florida Municipal Achievement Awards program is to focus public attention on excellent, innovative projects that address a local need, promote active municipal participation by residents, and improve environmental conditions.

There are three award categories:

- City Spirit Award,
- Florida Citizenship Award and
- Environmental Stewardship Award.

The nomination deadline is May 17, 2010. The Florida Municipal Achievement Awards program brochures have been mailed to all cities.

We encourage you to nominate your city, town or village's successful projects so they can be recognized and showcased statewide. All nominations will be included in a "best-practices" publication that will highlight the innovative projects entered into this year's awards program.

Winners will be announced in mid-July and will be invited to showcase their programs in a best-practices workshop held during the Florida League of Cities Annual Conference (August 19 - 21 in Hollywood).

Please note that the Florida Municipal Achievement Awards program has replaced the Florida Cities of Excellence Awards program, which was discontinued in 2009. For more information about the new program, call Mandy Stark at the League's Tallahassee office at (850) 701-3638 or e-mail mstark@flcities.com.

Certified Public Technology Leadership Programs

The Florida Institute of Government at Florida State University is offering certification in local government technology leadership. The certification consists of two levels: Certified Public Technology Manager and Certified Chief Information Officer.

Both programs start July 19, 2010 and are open to technology professionals who are employed by a city, county, constitutional office, school district or other local government organization. These programs are also designed to meet the standards of a national certification currently being developed by the Florida Institute of Government and the Public Technology Institute.

For more information about these programs, contact Debby Smallwood at (850) 487-1870 or cptm@iog.fsu.edu.

Fourth Annual UCF Public Administration Research Conference

UCF will be holding its fourth annual research conference on Friday, April 30, 2010 from 8:00 a.m. – 3:00 p.m. at the UCF Fairwinds Alumni Center. The theme is “Local Governance in 2020: Challenges, Opportunities and Policies for Sustainability.” The speakers are both from local government and academia on topics such as civic engagement, regional governance and environmental sustainability.

For more information, go to <http://www.iog.ucf.edu/2010paconference.html>.

MIT News and Update

Listed here are the current members-in-transition. We have added the members’ district so please take a minute to show your support by emailing the MITs in your district.

Duncan Ballantyne, former administrator of Martin County, District IV, dmcballant@aol.com; **Barbara Barnes-Buchanan**, former assistant city manager of Bonita Springs, District VI, b_barnesb@yahoo.com; **Kassandra Esposito Blissett**, former manager of Ponce Inlet, District II, Kujowally1@yahoo.com; **Susan Boyer**, former manager of Crystal River, District VIII, sboyerhwood@aol.com; **Matt Brock**, former manager of Grant-Valkaria, District IV, mattbrock42@hotmail.com; **Jim Coleman**, former manager of Williston, District VIII, jfcoleman@embarqmail.com; **Cynthia Coto**, former manager of Seminole County, District III, cindyacoto@gmail.com; **Richard Diamond**, former manager of Bunnell, District II, richardrdiamond@gmail.com; **John Drago**, former administrator of Longwood, District III, Jdrago1@cfl.rr.com; **Laura Hannah**, former assistant manager of Lake Worth, thedualgirl@gmail.com; **Lillie Latimore**, former manager of Pahokee, District 0, llatimore@aol.com; **Jeff Naftal**, former manager of Juno Beach, District IV, nifty888@bellsouth.net; **D. Wayne O’Neal**, former administrator of Hendry County, District VI, wayne.oneal@yahoo.com; **Richard Reade**, former manager of Port Richey, District III, **Markae Rupp**, former administrator of Arcadia, District VIII, recmngt@yahoo.com; **Charles Saddler**, former manager of Dundee, District VIII, csaddler@tampabay.rr.com; **Terry Stewart**, former manager of Cape Coral, District VI, terry_stewart49@hotmail.com; **Donald D. Stilwell**, former manager of Lee County, District VI, DDStilwell@embarqmail.com; and **Tom Willi**, former manager of Monroe County, District VI, thomas-willi@hotmail.com and **Robert (Sherman) Yehl**, former manager of Sanford, District III, sherman1951@gmail.com.

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. **Annette Billingsley-Cheze**, District VII, Management Analyst, Belleair, affiliate member; **Frank Bocanegra**, District V, Town Manager, Miami Lakes, full member; **Ana Garcia**, District V, Village Manager, Biscayne Park, full member; **John Glanzer**, District VII, City Manager, Archer, full member; **Dale Smith**, District VIII, City Manager, Winter Haven, full member; **Rachel Smithson**, District IV, Assistant to the City Manager, Lake Worth, full member; **Jay L. Townsend**, District I, Assistant City Manager, Tallahassee, full member; and **John Zabler**, District VII, Assistant City Manager Community Services, Ocala, full member.

Positions

City Administrator — Arcadia, Florida — population 6,600. The City of Arcadia is seeking a City Administrator, the position of which is established by city ordinance and appointed by the Council. A 5-member Council is elected at large on non-partisan basis for staggered 4-year terms. The city has a \$14.7 M total budget, with 101 employees; and provides public works, sanitation, parks and recreation, water and sewer utilities, police, municipal airport, mobile home park and golf course. The police department operates under supervision of an elected city marshal; with building inspection, animal control, fire protection, & ambulance provided through an interlocal agreement with the County. Arcadia is the only incorporated area within DeSoto County. Qualified applicants must have a minimum bachelor's degree from an accredited college/university in public administration, business, or related field and 7 years progressive experience in municipal or county government. Prefer 2-year minimum experience as a manager or assistant manager. Desire strong generalist with consensus-building skills and ability to communicate effectively with the council, public and staff. Upon being hired, prefer relocation to the city. Salary range: \$70-75,000. Send resume and salary history to: Dana Williams, City Recorder, 23 N. Polk Avenue, Arcadia, FL 34266; 863-494-4114. All materials submitted become public record under Florida public records law/EOE/drug-free workplace. Open until filled.

Energy and Water Manager — Fort Pierce — SALARY: \$44,883.71-\$68,759.90. Responsibility and accountability in developing and implementing energy and water conservation plan, including management of related projects, for County facilities. Tracking and assessing energy and water consumption in County facilities and training staff on energy and water conservation practices. Coordinating use of energy and water conservation tools and green technologies in County facilities. Ability to evaluate efficacy and feasibility of green technologies, including but not limited to Energy Management Systems, HVAC, lighting, solar and alternative energy technologies and water conservation. Ability to project, evaluate and verify cost savings and payback for proposed or implemented projects and technologies. Ability to manage and oversee energy and water conservation projects for proposed or implemented projects and technologies. Ability to make well-organized professional presentations. Bachelor's degree in engineering, architecture, building construction, utilities or related field. Three years experience in operation of an energy management program. A comparable amount of education, training or experience may be substituted for the minimum qualifications. Valid Florida driver's license is required; good driving record. Certification as a Professional Engineer or in LEED, USGB or similar programs preferred. For application go to <http://www.co.st-lucie.fl.us/and> mail to Human Resources Dept., 2300 Virginia Ave., Fort Pierce, FL 34982 or fax application to 772-462-2361.

Police Captain — Lake City — Applications are now being accepted for the position of **POLICE CAPTAIN** in the Lake City Police Department. This is responsible administrative, managerial and supervisory work directing the functions of a specific division of the Lake City Police Department. Work is performed under general administrative direction with review through conferences, reports and results obtained. Applicant must have the ability to plan, supervise and administer the activities and functions of the day-to-day operations of a division of the department, supervise review and coordinate staffing plans, prepare annual budget and establish goals and objectives for the division. Candidate will be partially responsible for the training, development, safety and discipline of personnel, confers with lieutenants and Sergeants to resolve

operational and administrative problems, organizes and manages complex events and large scale emergencies, conducts performance evaluations and serves as first responder during domestic security and weapons of mass destruction incidents. Individual will perform all other related work as required. Possession of a Bachelor's Degree and six (6) years of professional experience in law enforcement work in a sworn capacity; or three (3) years of college and seven (7) years of professional experience in law enforcement work in a sworn capacity; or must acquire an Associate of Arts/Associate of Science degree within three (3) years of appointment and eight (8) years of professional experience in law enforcement work in a sworn capacity. Three (3) years of the required experience must have been supervisory or command. Candidate must possess a law enforcement certificate issued by the Florida Department of Law Enforcement Criminal Justice Standards and Training Commission within six (6) months of the date of employment and must reside in Columbia County, Florida at time of appointment. Applicant must possess a valid Class E State driver's license at the time of appointment and successfully meet all medical and physical requirements and drug screen.

Applications may be obtained from and returned to City Hall, 1st floor, receptionist, 205 N Marion Avenue, Lake City, FL 32055. For a complete listing of our current openings and electronic application, please visit our website at www.lcfla.com. The City of Lake City is an EEO/AA/ADA/VP employer.

Chief Financial Officer — Ocala — The City of Ocala, FL (55,000 population) is seeking a highly responsible and motivated professional to serve as the Chief Financial Officer. This position performs high-level administrative and financial management work directing the activities of the Office of Budget and Management and the Office of Business and Finance for the City. The qualified applicant must have a Bachelor's Degree in business or public administration, accounting or public finance, and six or more years of progressively responsible experience in governmental accounting and financial management, or an equivalent combination of education, training and experience. Master's Degree preferred. State of Florida CPA license or ability to obtain in a timely manner preferred. Chartered Financial Analyst (CFA), Certified Internal Auditor (CIA), Certified Managerial Accountant (CMA), Certified Government Finance Officer (CGFO) and Certified Governmental Financial Manager (CGFM) accreditations are, individually and collectively, highly desirable. The City of Ocala offers a comprehensive benefits package. Salary range: \$82,653 - \$140,511. Initial expectations are to compensate in the low- to mid-point of the stated range. Interested applicants should visit www.ocalafl.org to complete an employment application. Position is open until filled. Hiring decisions contingent upon results of alcohol/drug screening and physical examination. EOE/M/F/D/V

TDC Executive Director — Okaloosa County Board of County Commissioners — Situated along the Gulf of Mexico, Okaloosa County's population is over 192,000 and around 60,000 of those are directly affiliated with the armed forces. 4.5 million people visit the Emerald Coast annually; and who can blame them. This year Inc. Magazine ranked Crestview, Destin and Fort Walton Beach within the top 20 Boomtowns. As an added bonus, Southern Living readers consistently vote our area "Best Family Vacation." A myriad of attractions are guaranteed to keep the whole family entertained; and at the end of the day watch the sun set in one of the more than 16,000 rooms located on 24 miles of sugar-white sands and sparkling green waters. This position is responsible for planning, organizing and directing the activities and functions of the Tourist Development Department. Incumbent works collaboratively with the State of Florida

Commission on Tourism/Visit Florida, and related tourist development agencies, councils and organizations toward providing a cohesive regional and statewide effort in promoting economic activity through tourism. Prepares implements and administers budgetary allocations under established county ordinance and guidelines and state law for the appropriate expenditures of the Tourist Development Trust Funds. Implements and provides administrative direction for improved tourism participation through special events and festivals. Plans and administers beach restoration, maintenance and improvement programs in collaboration with environmental officials to ensure the development of additional public access ways; accommodates preservation of natural dunes, beach areas and related natural resources, and beach restoration projects. Bachelor's degree in Marketing, Finance, Business Administration, or closely related; supplemented by a minimum of eight (8) years progressively responsible experience in the hospitality/tourism administration or marketing field, to include development and administration of complex programs and budgets, four (4) years of which shall be acquired in management capacity, preferably for a municipal or institutional organization; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Certified Meeting Planner and Registered Meeting Planner certificates are preferred. Experience with construction project administration preferred. Must be computer literate. Requires a valid driver license. Annual Salary Range: \$79,913.60 to \$135,824.00. Benefits include: Health & Dental Insurance; Long Term Disability; Life Insurance; Flexible Spending Account; State Retirement; 457 Deferred Comp Plan; Employee Assistance Program (EAP); Annual/Sick Leave; and 10 Paid Holidays. **How to apply:** To apply for this position, visit our website at www.co.okaloosa.fl.us or call (850) 689-5870 for more information. This position was first posted on November 25, 2009 and is open until filled. DFW/AA/EOE

Full-time, In-House Engineer — Town of Southwest Ranches — The Town of Southwest Ranches (“Town”) is seeking a full-time, in-house engineer. The Town is located in Southwest Broward County (Greater Fort Lauderdale), Florida and is a rural community surrounded by an urbanized area. It was incorporated on June 6, 2000; and, it covers approximately 13 square miles, with a population of approximately 8,500. The Town operates under a Council-Administrator form of government, under the direction of five council members. The Town is primarily a contract town with major services contracted out to local vendors and an in-house Administration Team of 7 full-time employees. The Town is accepting resumes from qualified individuals to fill the full-time position of the in-house engineer. The position is selected by the Town Administrator. ***The salary range and benefits will depend on qualifications (DOQ) and related experience.*** The in-house engineer must have the following qualifications: *Preferably*, Florida P.E. with at least five (5) years of experience; *Preferred experience*, but not required, in Miami-Dade, Broward or Palm Beach Counties; *At a minimum*, a four year college degree is required in the field of Civil Engineering or Construction Management from an accredited college or university. *A comparable amount of training and experience may be substituted for the minimum qualifications.* The functions of the in-house engineer include, but are not limited to the following: Basic engineering responsibilities such as the preparation of design specifications / cost estimations, contract management, and other related work; Reviews plats, subdivisions, and site plans; Coordinates activities with external contractors; Supervises external contractors who are responsible for a variety of functions. Resumes must be submitted to Charles H. Lynn, AICP, Town Administrator, Southwest Ranches Town Hall, 6589 SW 160th Avenue,

Southwest Ranches, FL 33331 or clynn@southwestranches.org. Application process will remain open until the position is filled.

Dates to Remember:

April 23, 2010—District II Training, Holly Hill

May 13-15, 2010—Annual Conference, Orlando