



The MANAGER

FLORIDA CITY AND COUNTY MANAGEMENT ASSOCIATION
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The Executive Director is attending the ICMA Southeast Regional Meeting in Asheville, NC; more to report next month!

Conference Update

The early registration rate for the 2011 FCCMA/TLG Conference expires April 1. If you have not registered and plan on attending, be sure to register soon for the discounted rate. There are also day rates (\$175) if you are within commuting distance and can only attend for one day.

Information is updated continuously on the website at www.tlgconference.org. There are many case studies and workshops planned—something that will be of interest to your organization, for sure. Remember, if you bring teams of 3 or more, the registration fee is even lower.

This is a chance for FCCMA to showcase beautiful Clearwater Beach. Support your organization by attending; and give yourself an opportunity to be part of the learning experiences offered, the camaraderie enjoyed by attendees and the renewed energy and ideas you can take back to your city or county.

For those attending for a day, parking has been arranged on the mainland with free shuttle service to the hotels. Please check the website for more details and a map. The Host Committee has done an outstanding job to make sure transportation and parking are as effortless as possible for our attendees. Shuttle service will also be available between the hotels.

Resume review appointments and financial planning appointments are available on Thursday and Friday of conference. For a resume review appointment with Colin Baenziger, contact Lynn Lovallo at llovallo@fccma.org. For a financial planning appointment with a representative from ICMA-RC, please contact Hortensia Perez at hperez@icmarc.org or call her at 866-578-5536. These services are offered free to conference attendees.

Hope to see you in Clearwater!

By-Laws and Elections

The proposed changes to the By-Laws and the proposed slate of officers and directors were mailed to all members last week. Both will be printed in the April newsletter as well. Please take some time to review them and voting members should be prepared to vote at the annual business meeting on June 3rd in Clearwater.

Committee Interest Forms

In the mailing last week, committee interest forms were also sent. If you have an interest in serving on an FCCMA committee, please fill out the form and return by the deadline date of April 1. President-Elect Lewis will be forming the committees for Program Year 2011-2012 from these forms.

Directory Update Forms

It is that time of year again to review your current directory information and make any necessary changes. Carol Russell has sent the form with the mailing last week. **Please send a digital picture with a minimum 300 dpi for inclusion in the directory, if you do not have one or want yours changed.**

March Member Profile

William (Bill) F. Underwood, II, Finance Director, City of Oakland Park

by: Horace McHugh, Assistant City Manager/City of Oakland Park

How long in your current position?

I have been with the City of Oakland Park for approximately 1 ½ years.

What major career accomplishments have occurred in your City during your tenure?

During my tenure, we have accomplished several significant goals. We refunded a 1994 Water and Sewer bond issue that used the Build America Bonds at significant savings along with new construction funds while improving the City's underlying credit rating from a withdrawn status to an AA-. Additionally, we refinanced a 2000 bond issue that provided a present value savings of approximately \$1.8 million. We have implemented a purchasing card program that will provide more than \$75,000 cash rebate in its first year. We have begun the implementation of a strategic information management system that will move the City to a cloud computing model wherein the City's hardware and software investment drops significantly.

How long have you been in the profession?

At this point about 31 ½ years

How you got involved in Public Administration?

In the spring of 1979, I interviewed with the City Manager in Belle Glade, Fl. They were looking for someone who understood computers, finance, and management. Little did I know at the time, that I would find serving the public extremely rewarding and sometimes discouraging. This introduction into Public Administration provided growth opportunities in areas that I would never have imagined. The first public administration introduction provided opportunities to perform as the Acting City Manager, Assistant City Manager, Finance Director, and Administrative Services Director. I have found that my roles, functions, and projects in local government have been so diverse and ever changing, that a person could become infatuated with this type of service for a very long time, obviously. The ability to perform and accomplish good for the affected citizens is my driving force.

What you did before working in Public Administration?

I was working as an economist, writer, and editor with Weiss Research, Inc. We provided investment analysis through subscriptions to individuals and companies around the world. Additionally, I wrote and edited published books like "What to do in a Credit Crunch." I remained with the firm until the fall of 1979. Even though I had accepted the position with the City of Belle Glade, I was able to continue with Weiss Research until Martin, the president of the company, returned from Japan where he was working on his thesis for his Ph. D.

You were in the military. Could you provide a brief summary of your service in military?

I entered the US Army in the summer of 1970. I had basic training in Fort Leonard Wood, Missouri, followed by AIT at Fort Ord, California. Then a tour of duty to the Republic of Viet Nam with the 101st Airborne infantry and eventually reassigned to the Finance "data processing" Division of the 101st Airborne Administration.

How did military service impact your perspective in life?

Life is short and is to be coveted. I learned to appreciate living through providing a positive impact to those with whom which and within your sphere of influence by attempting to do objectively correct and good things in the world.

Tell me about your family?

My wife, Perla, and I have been married for almost 26 years. We have two sons and one granddaughter. Our youngest son attends college in Boone, NC, with a major in international business. Our granddaughter lives about 3 miles from our home in Jensen Beach and Perla gets to spend a lot of time with her after school days.

Where did you grow up and describe some events in your youth that influenced your future?

This is a great question. Technically, I was born at the naval hospital in Chelsea, Massachusetts and lived in Medford with my grandparents through the first grade. My father was in the US Navy and, as I recall, we moved around quite a bit in the north eastern US. He ended his career while instructing at the Naval Academy. Subsequently, we moved to Lake Worth, Florida in about 1959 for several years. We then moved to areas in the mid-western US. We ended in Missouri where I completed my primary education and graduated from the University of Missouri. I think all the moving I did to different areas of the country provided a more expansive and diverse perspective of the US. I believe, the inevitable geographic, and demographic disruptions throughout my life strengthened my character forcing me to adapt in all circumstances to make the best of life as it unfolds.

What has been the most challenging issue/topic in your career?

During my career, there have been several challenging issues. Foremost among them is maintaining the moral compass and integrity the public expects from their entrusted servants. Additionally, there have been 2 and now 3 economic downturns affecting local government resources. Without a doubt, providing

or maintaining service levels with declining funds have always provided a challenge. Of the first two downturns, we were able to maintain services without significant retraction of staff or programs. Reduced resource levels could be accommodated through attrition, and capital asset deferral. This downturn has carried a much heavier burden by forcing service and staff reduction, deferring asset purchases, and significantly reducing fund balances.

What has been the most rewarding issue/topic in your career?

Perhaps many years ago, my answer may have been different. Now, out from the mist, I find the most rewarding matter to which I have had the privilege of performing is to provide assistance and guidance to employees in their endeavor to pursue new positions escalating the management ladder. I have found it most rewarding to help an individual flourish, grow and expand the depth and breadth of management.

Tell us something people would not know about you.

After my return from the military, I happened to run into my high school guidance counselor. During our discussion which turned to public policy, especially as it affected the military activities, I responded to his question: “how would you change it [government]?” My response, I will work within it to see that it [government] makes good public policy. Little did I know or realize that one day some 8 or 9 years latter, I would actually begin making recommendations on good public policy.

What are your hobbies/activities outside work?

Snow skiing is without a doubt one of my most cherished activities. Gliding down the ski slopes allows one to clear all thoughts, erase the mind, and concentrate on maneuvers to land at the bottom of run with all your limbs in tact.

Role models who have influenced your career?

For the 15 years I worked in Belle Glade, the City Attorney, John Baker, spent many hours tutoring and mentoring me with regard to public policy formulation, and implementation. The one matter drilled into me was when he stated that if you answer the 6 questions, who, what, why, when, where, and how on any issue, you may have disagreement of the philosophy, but at least policy makers will have the answers.

Little known facts about you?

I began college as an electrical engineering student, received a Bachelor of Arts degree at the University of Missouri, and moved into graduate studies in urban planning, economics, and business administration.

In Memoriam of Charles Morris

Charles ‘Charlie’ Morris, former assistant city manager and city manager of Alachua, died Friday, February 25, 2011. He was a member of FCCMA during his time in Alachua from 1992-2000. During his time in Alachua economic development began to skyrocket, mostly when a massive Dollar General Distribution Center was built.

2011 FCCMA Webinars

There are three more webinars scheduled 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.

Legislative Updates

It's already the second week of the Legislative Session. You will receive a legislative update each week during session. The first legislative update was sent Monday, March 14.

Look at your emails each Monday to see what happened in the previous week. Check the FCCMA website (www.fccma.org) for the FCCMA Pension Reform White Paper. It is located in the information resources section.

Protect your lines, promote safe digging month, Calling 811

Florida's winter is long gone and many homeowners are anxious to replace frost-damaged plants and take on other outdoor digging projects – a perfect time for the reminder, “call 811 before digging.”

Throughout April, Sunshine State One Call of Florida, Inc. (SSOCOF) is celebrating National Safe Digging Month and urges Florida's underground facility owners and operators to join the effort. The campaign reminds homeowners and excavators to help prevent excavation damage to underground facilities by calling 811 before digging.

Throughout April, SSOCOF will run television and radio PSAs featuring Joey Logano, professional driver of the Home Depot #20 Toyota Camry. We've also partnered with Marco's Pizza for a special offer featuring a large one-topping pizza for \$8.11 on Mondays in April and designed two free banners to educate contractors and homeowners.

What can you do?

- Issue a Safe Digging Month proclamation.
- Place a Safe Digging Month button on your website.
- Publish a story in your newsletter.
- Use your monthly statements to remind customers to call 811 before digging.
- Fly a "Call Before You Dig" banner in your city.
- Send our news release to your media contacts.
- Hang posters in your workplace.
- Record a Safe Digging Month message on your phone system.
- Spread the word via social media (Facebook, Twitter, Etc.)
- Run our 15- or 30-second PSA featuring Joey Logano on your public access stations.
- Use our list of talking points and media fact sheet when addressing homeowner groups or during meetings.
- Add the Marco's Pizza promotion artwork to your website. To find the location nearest you, visit www.marcos.com.
- Having a special event in April? Tie in Safe Digging Month and get media coverage.

Visit www.callsunshine.com to download or order any Safe Digging Month items.

SSOCOF is a private, not-for-profit, corporation created by Florida Legislature in 1993 with the Underground Facility Damage Prevention and Safety Act, Chapter 556, Florida Statutes. It

educates excavators and homeowners on the “call 811 before digging” process and provides the free system excavators use to notify utility owners of intended digging.

2011 APWA Annual Meeting & Trade Show in Daytona Beach

The 2011 Annual Meeting & Trade Show will be held April 18-22, 2011 in Daytona Beach, FL.

Two big reasons to attend the 2011 APWA Meeting & Trade in Daytona Beach besides the great opportunity to network with professionals from all over the state.

1. The Florida Chapter will host the nationally recognized Public Works Institute Module I. Participants will learn operations within Public Works, organizational behaviors, leadership expectations, decision-making process, hiring practices, development of staff, conflict resolution, meeting goals and objectives, time and stress management, conducting meetings for optimum results, technology, manage outside resources, project management, effective communication and discover the connection between the organization and citizens within the community. CEUs available

2. The Florida Chapter will host the nationally recognized APWA Stormwater Management Workshop. Participants will explore the essentials of establishing a stormwater management program that can weather any storm – a program that can evolve to meet changes in management methods and philosophies, technological advances, innovations in best management practices, population growth, new regulatory requirements, and turnover in elected and appointed officials. **This session is being offered for ONLY \$100 (\$400 discount).** CEUs available
How to Register:

- 1) Go to APWA Florida Chapter website – <http://florida.apwa.net>
- 2) On the home page see “2011 Annual Meeting & Trade Show” click on Register Here
- 3) Review Show details and choose the appropriate registration form

If you need assistance, please contact Corporate Events at (727) 548-7200.

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 I—April 15, 2011, DeFuniak Springs

District VIII—April 29, 2011, Lakeland

“Financial Forecasting for Florida Local Governments: A Template for the Next Five Years” is the topic of the District I Training April 15, 2011 from 9:00 a.m. – 1:00 p.m. in DeFuniak Springs. 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. Gary Stanford, Finance Director, Okaloosa County Clerk of Court and Charlotte Dunworth, Budget & Grants manager, Fort Walton Beach 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 will also be held in District VIII on April 29, 2011 from 12:00 p.m. – 4:00 p.m. at the Peggy Brown Building in Lakeland. Kim Adams, Director of Finance, Largo and Dennis Rogero, Budget Officer, Tampa will be the speakers.

“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, Fluid Training Solutions, 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
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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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Markae Rupp
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Oel Wingo
District II
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***William R. Whitson**
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Gary Word
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Former Manager of Surfside
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Surfcity08@atlanticbb.net

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. **Deziree Elliott**, District VII, MA/JD, University of Florida, Student Member; **Ron Holifield**, Subscriber Member; and **Jeffrey Tillman**, District VIII, Master's of Public Administration, University of South Florida, Student Member; and **Donald Turner**, District I, Facilities Maintenance Director, Okaloosa County Board of County Commissioners, Affiliate Member.

Positions

Assistant Public Works Director/Waste Management — Alachua County — The closing date for this position is Friday, April 1, 2011, 11:59 p.m. Eastern Time. The salary is \$33.75 - \$57.38 hourly or \$70,210.19 - \$119,357.26 annually. The job is with the Public Works, Waste Management Department located at 5620 NW 120th Lane, Gainesville, FL. **Minimum**

Qualifications: Bachelor's degree in business administration, management, public administration, civil engineering, public works engineering, environmental engineering or a closely related field and five-years related professional level solid waste management experience, including three years of supervisory experience,; or any equivalent combination of related training and experience. Applicants within six months of meeting the minimum education/experience requirement may be considered for trainee status. **Position Summary:**

This is responsible administrative and professional level work in public works waste management. An employee assigned to this classification plans, organizes, directs and controls the various activities of the Department of Public Works, Waste Management Division. Work is performed under the direction of a higher level supervisor and is reviewed through conference, reports and observation of results obtained. Please direct inquiries regarding this position to (352) 374-5219 TDD (352 491-4431. 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. An Equal Opportunity Employer M.F.V.D.

City Recorder — City of Arcadia — (pop. 6,600) Highly responsible administrative work directing all activities of the Office of the City Recorder. Serves as clerk of the City Council and is responsible for directing the publication, filing and safekeeping of all Council proceedings

including preparation of the agenda packet. Duties include recording and certification of all ordinances and resolutions, serving as custodian of the city seal and official records, administering occupational licenses, and cemetery records, secretary to the Planning and Zoning Board, and secretary to the Airport Advisory Board. Hired by and under the administrative direction of the City Administrator, duties will also include payroll preparation and benefits administration, creating job descriptions and salary ranges, updating and maintaining a policy & procedures manual, administering workers compensation and liability insurance claims and files, tracking employee training, and monitoring employee evaluations. Position requires knowledge of municipal codes, city charter, intergovernmental relations, election laws and procedures, Florida sunshine Law, the Fair Labor Standards Act, HIPPA laws, FMLA regulations, as well as state regulations for public records management, retention and disposition. Must demonstrate skill in the use of the English language, including proper use of words and sentence structure. Must be skilled in the use of personal computers; typewriters, recording, transcribing and dictation equipment, with ability to prepare accurate, concise minutes and to summarize verbatim discussions accurately. Qualifications should include graduation from an accredited college or university with a related bachelor's degree or four years of advanced experience in related administrative/government work that includes the use of personal computers, recording and transcribing equipment. Must possess or attain within a reasonable time, certified municipal clerk credentials. Salary range \$32,500-\$47,500 negotiable depending on qualifications. Applicants should submit a cover letter and resume by mail to: City Administrator, 23 N. Polk Avenue, Arcadia, FL 34266; fax: 863-494-4712. **Deadline has been extended to March 18, 2011.** EOE/Veterans' Preference.

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 renee@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>.

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.

City Manager — Vero Beach, Florida — The City of Vero Beach (population 18000, 400+ emp.) seeks a proactive leader to provide hands-on management for all of the City's day to day operating functions. Vero Beach often referred to as the "Central Gemstone of the Treasure Coast", was named best small city in Florida by the Rating Guide to Cities and as one of only four towns in Florida included in "The 100 Best Art Towns in America". The City Manager reports to the City Council (5 members) and implements the policies established by their legislative body. The position is responsible for managing and controlling the functions of all City departments including utilities. The successful candidate must be a visionary leader with a proven track record of implementing change and new ideas. Must have excellent administrative skills and a motivational approach to create a positive, "can-do" attitude with the various departments and the employees. Also, the candidate must demonstrate a background of

progressively responsible management positions which involved oversight of multiple departments, budgeting and financial controls and recent experience managing 300+ employees across multiple departments. Experience with the utilities industry is highly desirable. The City Manager position in Vero Beach offers an outstanding opportunity to make a difference and become a part of the city with a strong sense of pride and community involvement. Please respond with a resume to david@hrdyn.com The City of Vero Beach is an Equal Opportunity/ADA Employer. Pursuant to Florida's open records law, the application/resumes are subject to public disclosure.

County Administrator — Walton County BCC — The Walton County Administrator is the Chief Administrative Officer (CAO) of the county and serves at the pleasure of the Board of County Commissioners (BCC). The CAO is expected to keep the BCC informed of activities and issues of concern. The CAO will strive to establish positive relations with the community, elected leadership (both local and state) and with representatives of the media. Must have highly responsible administrative and management work ethics while directing and coordinating all phases of County government functions and activities under the jurisdiction of the BCC. Graduation from an accredited four-year college or university with a degree in Public Administration, Business Administration or related field, supplemented by courses in management techniques. Masters degree preferred. A minimum of ten (10) years progressively responsible experience in government operations, administration or finance, including at least five (5) years of direct supervisory experience. A comparable amount of education, training and experience may be substituted for the minimum requirements, if determined the job duties can be performed. A valid driver license is required. Salary commensurate with experience and current budget. Excellent Benefit Package. **Application Deadline 03/25/11.** Applications can be downloaded at www.co.walton.fl.us and job descriptions are available if you contact Walton BCC, HR Office, 650 E. Nelson Ave, DeFuniak Springs, Florida 32433 (850) 892-8586. Fax resumes to (850) 892-8590 or e-mail to pomsusan@co.walton.fl.us. EOE/AA/VP

Dates to Remember:

April 15, 2011—District I Training, DeFuniak Springs
April 29, 2011—District VIII Training, Lakeland
June 1-3, 2011—FCCMA/TLG Conference, Clearwater