



The MANAGER

FLORIDA CITY AND COUNTY MANAGEMENT ASSOCIATION
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Reflections from a Training Class

By Lynn Tipton, Executive Director

At a recent workshop for newly-elected municipal officials, I had two interesting situations arise.

The first was a comment from a commissioner who had declined an orientation meeting with the manager and the attorney, because he was concerned it would “influence” his positions on city issues. The commissioner said he had been elected by voters who didn’t want the status quo – and that if he talked with staff, that information would be “insider” information. I later spoke with this official during a break in the workshop and was able to help him understand that orientations included a great deal of factual information that the commissioner needed – and should be held – and that if the commissioner felt an opinion was being offered by the manager or attorney it would be a great opportunity to ask questions and get clarification on the city issue – and this could be valuable. It made me wonder how many officials have this same thought and are missing valuable information.

The second situation occurred later in the workshop: a council member shared that she believed her manager “made too much money” – and wanted to know what the rest of the class thought. Before I could ask a follow-up question, as facilitator, several council members and mayors within the workshop spoke up to say that they felt their managers were not overpaid – just the opposite, in fact – their respective managers were underpaid. “For a job that is 24/7 and very thankless, I’m just grateful our manager stays,” said one council member – and this got applause from several in the class. When the individual

speakers had made their points, I drew the group discussion back to the issue of comparisons and how best to try to compare the compensations of key staff among cities, and also guided the discussion back to the council member's point to ask her if she had done any research on the subject (she had not). What she was stating was an opinion after just a few weeks in office. I had very good consensus from the class that comparisons are difficult, since no two cities are the same, and that comparisons of compensation for any city official or employee need to be carefully researched.

As an aside: this situation also allowed me to mention the FLC-FPPA salary survey, which to our knowledge is one of the only city/county salary surveys in Florida, and to encourage participation by those cities in attendance. (A friendly reminder to all of you, as well!)

As we consider training programs for FCCMA, as well as those workshops that FAC and FLC hold related to the council-manager and commission-manager form of government, both of these situations provide a great deal of potential. Both FAC and FLC work hard to provide training to newly-elected officials, but we know we don't reach everyone. I know many of you hold extensive orientations for your officials – but also know that everyone is not reached. The League has published its “Florida Municipal Officials’ Handbook” on-line, and in a CD-rom format so that it can be easily used; yet I meet officials who have never heard of it. FAC is working on a similar reference book at this time – and I hope it will be widely used. I know that the user has to agree to use the information provided, but I still wonder what more we can do to reach and teach our officials.

FCCMA Winter Institute

Join your colleagues at the annual Winter Institute for a transforming session with Dr. Hans Bleiker and Annemarie Bleiker of the Institute for Participatory Management and Planning (IPMP).

In an intensive and interactive format, participants will learn systematic processes for breaking the gridlock that can occur in project approval and implementation. By switching from a focus on techniques to a focus on objectives, the IPMP team believes public-sector managers can break the political stalemates that so often derail program implementation. Florida's local government managers and their senior management teams often tackle the issue of “political gridlock” – being an ‘implementation genius’ should help each participant and is a valuable skill set!

The IPMP team will also give class participants access to their e-book so that advance reading can be done for the Winter Institute and also have this material available once the course is over.

Former Congressman Lou Frey will be the luncheon speaker for the Thursday lunch.

The FCCMA Annual Winter Institute will be held February 3-5, 2010 at the Lake Mary Marriott. The Winter Institute is limited to 80 managers, assistants, deputies and ICMA-CM's and will be filled on a first-come, first-served basis. The rate will be the same as last year at \$325. The brochure was mailed on October 13. If you did not receive a brochure, please email Carol Russell at crussel@flcities.com.

“Walk the Talk: Meeting with Legislative Delegations”

By Howard D. Tipton, Past President and Vince Long, Chairman of FCCMA Legislative Committee and At-large Board Member

It is fall, despite the thermometer, and for many city and county managers, the calendar now includes meetings with House and Senate members for the 2010 Legislative Session as well as regional meetings of House and Senate delegations. Every city and every county should be holding and attending these meetings – have yours been scheduled?

Intergovernmental relationships take work, and the one-on-one meeting of the county chairperson or the city mayor (or council president) and manager with their respective House and Senate members is critical. The larger delegation meetings are fine as public meetings go, but these meetings do not allow for relationship-building with the legislator, nor do they focus enough attention on specific city or county issues.

Your FCCMA Past President’s Council has selected legislative relationships as its goal for the year, and are partnering with the FCCMA Legislative Committee to elevate the issue within the membership. We are concerned that not all cities and counties within the membership of FCCMA are having regular intergovernmental meetings – and want to challenge you as a city or county manager to strive for 100% within FCCMA.

Without strong local-to-state relationships, cities and counties will continue to have conflict and misunderstanding with our state Legislature and state agencies. Two of FCCMA’s strategic plan goals specify improved communications and improved governmental relationships for the betterment of governance in Florida. These are tough times for the state government and for local government – all the more reason to build strong relationships!

To achieve these goals, FCCMA’s members need to model the way by gaining the commitment of their respective governing bodies to be part of regular, effective dialogues with every House and Senate member. If you are fairly new to FCCMA, you might not be aware of the Association’s role as a resource to the Florida Association of Counties (FAC) and the Florida League of Cities, and their policy-development processes; we have filled this role for many years. In addition, FCCMA has prepared ‘white papers’ on several issues and these papers have been shared with legislators and committee staff. Many FCCMA members travel regularly to Tallahassee for legislative meetings with and without their elected officials, to advocate for their city’s or county’s issues.

In light of current state-local relations, however, we need to do more.

In August, the FCCMA Board of Directors adopted a work plan that includes the following:

- Develop a best practices article for the FCCMA newsletter and web site for member’s use in talking with their councils/commissions about the importance of committing to intergovernmental dialogues.
- Ask District Directors to share this goal at district meetings and training events with CFLGE

- Serve as “coaches” for a phone panel on this subject (to be coordinated with Bob Lee at CFLGE)
- Serve as sounding boards for those members who encounter problems with intergovernmental dialogue – whether it is with their respective councils or delegations

In addition, the Past President’s Council and Legislative Committee are working on additional activities that will strengthen FCCMA’s relationship with House and Senate committee staff, so that FCCMA can be a better resource for those committees who work most closely with city and county issues and/or legislation.

If you are a city or county manager, are you up for this challenge? Will you commit to letting FCCMA know that you have these regular one-on-one meetings with your House and Senate members and your elected official(s) and also share the effectiveness of these meetings? And, most importantly, if your city or county officials are not meeting with your House and Senate members for one-on-one discussions, will this be the year that you start those meetings?

Here are some specific steps that might help:

- 1- Use the FCCMA Legislative Priorities statement, which follows the priority issues of FAC and FLC if your city/county needs information on issues.
- 2- Set up your one-on-one appointments with the delegation member, his/her key staff person, your city/county’s manager and elected official.
- 3- Consider hosting the regional delegation meeting within your council/commission chambers- and televise or tape it if possible – so the delegation members can use it with other organizations.
- 4- Distill your key priorities to a small laminated card – makes a great ‘take-away’ for the legislator and staff.
- 5- Follow up your meetings with a letter and keep your conversations going with key staff throughout the winter and into the Legislative Session.

The Legislature’s committee meetings have begun; the full Legislature will start meeting in a few months... We hope you will accept this challenge – and help Florida’s cities and counties “walk the talk” with the Legislature.

FCCMA Webinar

The topic for the next webinar is The Importance of Mobility: The Perspective of Managers-In-Transition. It will be held October 22, 2009 from 2:00 p.m. – 3:00 p.m. You can access the phone panel by Webinar: <http://florida.acrobat.com/coaching> or dial-in at 1-877-685-5350, Passcode: 588731.

The panelists are: Duncan Ballantyne, Manager-In-Transition; Tony Otte, Manager-In-Transition; Ed Smyth, Manager-In-Transition; and Robert Yehl, Manager-In-Transition.

We encourage you to participate in the phone panel discussions by asking questions. If you prefer, you may submit questions anonymously via email to fccma@cflge.org either in advance or during the discussion.

FCCMA District III Training

FCCMA District III will hold its training on October 28 at the Kissimmee Civic Center. The topic is Reducing Local Government Budgets and Collaborative Budget Initiatives. You have a choice of two sessions with lunch included. The morning session is 9:00 a.m. – 12:00 p.m. and the afternoon session is 1:00 p.m. – 4:00 p.m. The cost is \$25. If you are interested in attending, please go to www.fccma.org and download the registration form and email it to Carol Russell at crussel@flcities.com or fax it to (850) 222-3806.

FCCMA Annual Conference—“Impossible Dreams? Innovative Realities”

Mark your calendars for the annual FCCMA Conference to be held May 13-15, 2010 at the Wyndham Orlando Resort. Lt. Gen. Rusel Honore, US Army Ret., who was responsible for coordinating military relief efforts for Hurricane Katrina-affected areas across the Gulf Coast, will be the keynote speaker.

Saturday’s speaker will be Michael Hingson — a 9-11 survivor — who has a remarkable story to tell.

This year’s Conference Committee is planning interactive, in-depth workshops/sessions — once again raising the FCCMA Conference bar. Watch for future updates. Conference registration information will be available in February 2010.

Lee Feldman Nominated for ICMA SE Regional Vice President

Lee Feldman, City Manager of Palm Bay is the ICMA’s Nominating Committee's recommendation to the ICMA membership for SE Regional Vice President. He will stand for SE Regional VP election in March 2010. If he is elected, he will take his seat at the San Jose meeting of ICMA in September 2010. He is a past president of FCCMA.

Applying the Concepts of Peter Block’s “*Community: the Structure of Belonging*”

Join ICMA’s Executive Director Bob O’Neill in an audioconference Tuesday, October 20, 2009 from 1:00 p.m. – 2:30 p.m., EST. This presentation will show how local government managers can apply the concepts from Peter Block’s book to overcome the fragmentation that plagues our communities.

Community: The Structure of Belonging challenges the existing paradigms surrounding community building, and explores why the public conversation needs to shift away from deficiencies, interests, and entitlement. Only then can we start building on a community’s existing strengths for a better tomorrow.

Whether or not you have read *Community: The Structure of Belonging*, you and your staff will benefit with positive and practical solutions for building your community’s existing strengths and achieving a health, strong, committed community.

The registration fee is \$149 (ICMA members) or \$249 (nonmembers). If you are an ICMA member, you will need your Member ID to get the member price. There is no limit to the number of staff from your office participating. In the room where staff will

participate, you'll need a speaker phone and a computer. Prior to the event, you will get instructions on how you will link to the audioconference by telephone and on the Internet. One registration fee gives you a unique access code for one phone line and a link to the Web component. Your fee also includes the presentation materials and free online access for your staff to listen to the recording of the entire audioconference at their convenience for 30 days.

Only online registrations are accepted to sign up for this audioconference. For assistance (such as to get your member ID), please call the ICMA customer care center at (202) 289-ICMA (4262), or email ICMA at customerservices@icma.org.

FCCMA District Trainings

The following dates have been selected to have District Trainings. More information will be available in future newsletters on the topics and speakers.

District I East – February 26, 2010

District I West – April 2, 2010

District II – March 19, 2010

District III – October 28, 2009

District IV – January 8, 2010

District V – January 29, 2010

District VII – December 3, 2009

District VII Training at the Florida Association of Counties Conference

The Florida Association of Counties will hold its Legislative Conference December 2-4, 2009 at the Hilton St. Petersburg Bayfront, 333 First Street South, St. Petersburg, Florida. On Thursday, December 3, from 8:30 am - 11:30 am, EST there will be a training for managers—both city and county—in conjunction with this conference.

The topic for the training will be “Managing in a Troubled Economy.” It will be divided into two sessions: Psychology of the Organization and Current Trends/Innovations. For those not attending the FAC Legislative Conference there will be a \$25 charge.

FAC registration information will be available on their website at www.fl-counties.com. For workshop registration only, contact Carol Russell, FCCMA staff at (850) 222-9684 or crussel@flcities.com.

It has come to staff's attention that with the current economy managers may be interested in sharing hotel rooms and carpooling. If you are interested, please email Carol at the above address and we will keep a list of all interested people.

2009-1020 Financial and Technical Assistance for Florida Municipalities Publication

The 2009-2010 *Financial and Technical Assistance for Florida Municipalities* publication is now available online at <http://www.floridaleagueofcities.com/Resources.aspx?CNID=648>.

Financial and Technical Assistance for Florida Municipalities is 340 pages of information about grants, loans, technical assistance and other resources available to Florida municipalities including the American Recovery and Reinvestment Act.

If you would like a copy of this publication, please contact Mandy Stark at (850) 222-9684 or mstark@flcities.com.

MIT News and Update

Listed here are the current members-in-transition. We have added the 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; **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; **Richard Diamond**, former manager of Bunnell, District II, richarddiamond@gmail.com; **Doug Drymon**, former manager of Archer, District VII, jddrymon@cox.net; **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; **Tony Otte**, former manager of Lake Wales, District VIII, tony.otte@gmail.com; **Richard Reade**, former manager of Port Richey, District III, **Charles Saddler**, former manager of Dundee, District VIII, csaddler@tampabay.rr.com; **Edward Smyth**, former deputy manager of Leesburg, District VIII, efsmyth@comcast.net; **William Underwood**, former manager of Belle Glade, District IV, wunderwood2@att.net; 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. **Steve McKown**, District VI, full member, city manager, Clewiston; and **Markae Rupp**, District VI, full member, city administrator, Arcadia.

Positions

City Manager — City of DeBary — Population 18,913. Salary \$85,000-\$95,000, plus benefits DOQ. The City has 18 full-time employees, with a majority of City services contracted to private firms, Volusia County, and Orange City. The current FY budget is \$25.8 million. The City operates under a Council/Manager form of government. The manager is responsible for the daily operations of the City, providing direction and coordination of operational activities in accordance with the policies determined by a five-member Council elected at large. The Council members serve three-year staggered terms. DeBary is seeking a candidate with strong administrative leadership, good communication skills, financial and budget management skills, intergovernmental relations experience, and a strong background in neighborhood and economic development. Minimum qualifications: Bachelors degree from an accredited college or university in Business or Public Administration or a related field and four years of progressively responsible professional and managerial experience in city / county

government or in a closely related area, with management and budgetary experience. Experience may be substituted for education. Masters degree in Public or Business Administration preferred. Possession of a valid Florida driver's license within 10 days of hire. Please submit resume, cover letter, and references to Stacy Tebo, City Clerk, 16 Colomba Road, DeBary, FL 32713 or to stebo@debary.org. The closing date is October 30, 2009. The five-member Council will select the finalists, and background checks/fingerprinting will be performed prior to final interviews. In accordance with Florida Public Records Law, resumes are considered public records and are subject to disclosure. The City of DeBary is an Equal Opportunity Employer, Drug Free Workplace. Please visit our website at www.debary.org for more information about DeBary.

Administrative Services Director — City of 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 Administrative Services Director. The Administrative Services Director exercises independent judgment and initiative under the direction of and reports to the city manager. This progressive Florida panhandle community was ranked 6th as a small city for best places for business and careers by Forbes Magazine. This is a department director position involving highly responsible administrative and technical work in planning, organizing and directing the city's Human Resources, Risk Management, labor relations, employee benefits, insurance, safety and training programs. Duties include, but are not limited to: Negotiation of labor agreements with two unions (Police and Fire); recruitment/selection; testing; evaluations; review and assistance in disciplinary actions; evaluation and recommendation of the city's human resources policies and employee benefits. The Administrative Services Director conducts salary and fringe benefit surveys and proposes and analyzes pay plan revisions; manages the administration of the city's risk management responsibilities including evaluation and administration of unemployment compensation, property damage claims, group medical, dental and life insurance, workers' compensation, general liability claims and property insurance. Position is also responsible for supervision of the Information Technology Department and Public Information Office. Desirable experience and training: Graduation from an accredited college or university with a bachelor's degree in human resources management, business or public administration, or related field is required. Master's degree and/or PHR certification is preferred. At least seven years experience of a progressively responsible nature (preferably in the public sector) in human resources management or labor relations – the majority of which must be in a managerial capacity. An equivalent combination of education, training and experience which provides the required knowledge, skills and abilities may also be considered. Salary range: High \$70's to low \$80's or higher DOQ. 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, P.O. Box 4009, Fort Walton Beach, FL 32548 or via e-mail to www.fwbhrdir@fwb.org. Position will remain open until filled. For more details visit <http://www.fwb.org>.
EOE/ADA/V/DFWP.

Community Management Consultant — Federation of Kings Point Associations, Inc. — The Federation of Kings Point Associations, Inc., Sun City Center, FL is looking to engage a community management consultant. The consultant selected would perform a comprehensive management study to meet the needs of this community. In addition, the consultant would make recommendations for a management structure to include all community responsibilities. The goal is to limit the Federation Board of Directors and

their committees' involvement in the day-to-day operations of the community. The community is looking for a "comprehensive management environment". Kings Point is a gated community with 5,200 homeowner units, 108 condo associations and 1 homeowner association. There are approximately 9,000 residents. Kings Point is located 45 minutes south of Tampa, Florida. More community information is described in the (RFP) Request for Proposal. Consultant must have extensive experience in residential community management of similar size to Kings Point. If interested in receiving an (RFP), contact Michael E. Anderson to receive a copy at the email address below. No Proposal will be sent or accepted electronically. Proposals must be received no later than November 6, 2009. All proposals received after the due date will be returned unopened. Federation of Kings Point Associations, Inc., Michael E. Anderson, Contract Committee Chairperson P.O. Box 5056, Sun City Center, FL. 33571-5056; E-Mail: manderson6257@tampabay.rr.com.

Deputy City Manager – City of Leesburg – The City of Leesburg is seeking a Deputy City Manager to assist in providing leadership and developing strategies for City operations. The selected candidate will direct several City departments, as assigned by the City Manager, and is accountable for the financial and operational results of each. Work is performed with considerable independence, but is subject to supervision of the City Manager, who outlines broad areas of responsibility. The ideal candidate, will have a master's degree in Business, Public Administration, Planning or a related field and six (6) years of progressively responsible professional, management and supervisory experience in municipal or county government (including responsibility for major project development and administration in diversified subject areas which involve direct communication and interaction with government officials), or any equivalent combination of related education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions. Salary DOQ. The City of Leesburg offers a competitive salary and excellent benefits package. If you are interested in this challenging career opportunity, submit your resume and cover letter prior to **October 31, 2009 by 4:30pm** to: Human Resources, City of Leesburg, 501 W. Meadow Street, P.O. Box 490630, Leesburg, FL 34749-0630; Fax: (352) 728-9789; Email: employment@leesburgflorida.gov. **Population: 20,500. Budget: \$147 million. Number of Employees: 550.** AA/M/F/VP/H/D.

Division Director, Growth Management – Monroe County – Monroe County is looking for an experienced Manager to provide effective direction and leadership for the County's Growth Management Division. This Division includes the Departments of Planning and Environmental Resources, Code Enforcement, and the Building Department. It also includes the offices of Marine Resources, the Land Steward, and GIS and consists of over 80 employees. We are looking for a dynamic individual who will maximize efficiency of departmental operations & ensure that there is coordination of issues and projects among departments, other Divisions and work well with the County Administrator and the County Commission. The Growth Management Division Director is the position responsible for coordinating all Area of Critical State Concern requirements with State Agencies including the Department of Community Affairs, and the Office of the Governor. The Growth Management Director is tasked with communicating very detailed information, and providing insight to the County Administrator, County Attorney, County Commission and the public, requiring extremely effective written and oral communication skills. The successful applicant will have a Master's Degree and 7 – 10 years experience or a Bachelor's Degree and 12 years

progressively responsible experience in a related field. Valid Florida Driver's License required. EOE employer. Salary commensurate with qualifications. Position will remain open until filled. Contact Human Resources at (305) 292-4557, www.monroecounty-fl.gov

City Manager — New Port Richey, FL — (16,000 population) City Manager. ICMA recognition in 1965. Four (4) Managers since 1984. Last City Manager retired after thirty-five (35) years of service with the City. Appointed by Mayor and four-member City Council all elected at large on non-partisan basis for three (3) year overlapping terms; limit of three (3) terms. Stable, full service city with \$35 million budget including utility and capital budgets. 195 full-time and 25 part-time employees. BA, MIOA, related degree desirable or any combination. Proven and progressively responsible general management and administration leadership skills required. Redevelopment, economic development, and financial management experience required. Strong commitment to customer-focused government and team/participative management essential. Salary \$100,000 +/- negotiable dependent on qualifications and experience. City Charter requires residency, applicant must be willing to become a resident of the city within a reasonable amount of time. Call and/or apply with complete resume and references to The City of New Port Richey, 5919 Main Street, New Port Richey, FL. 34652. Phone: 727-853-1026. Fax: 727-853-1023. E-mail: wharranll@cityofnewportrichey.org. Application and resumes materials will be matters of public record; interviews of Finalist Candidates will be held in public session. **The City of New Port Richey is an Equal Opportunity Employer-Woman and Minorities are Encouraged to Apply.**

Town Manager — Town of Oakland — (pop 2,000). Appointed by the mayor and four-member Town Commission, with a \$3 million budget including utility and capital budgets. Charter School functions under the direction of the manager but operates with separate staff and budget. Proven and progressively responsible general management, administration and leadership skills required. Water utility, construction, project development, financial management and general knowledge of public administration principles & practices experience required. Land use and environmental management experience is desirable. A valid Driver's License required. A strong commitment to customer-focused government and team/participative management is essential. Minimum bachelor's degree (Master's degree desirable) Salary: \$55,000. Applicant must reside within 25 miles of the Town, within a reasonable amount of time. Submit application and résumé to Town Manager: Town of Oakland PO Box 98, Oakland FL 34760 by Friday October 30, 2009 at 5 pm. For more application and information Town website: www.oaktownusa.com

Public Works Director — Okaloosa County — Overview: Situated along the Gulf of Mexico, Okaloosa County is comprised of a little more than 600,000 acres with the Eglin Air Force Base Reservation covering 240,000 of those acres. Okaloosa County's population is over 192,000 and around 60,000 of those are directly affiliated with the armed forces. **Job Description:** Directs public works activities and projects related to roads and bridges, engineering, land development review, surveying, parks, solid waste collection, disposal and long term care and remediation of closed landfills, mosquito control and artificial reefs. **Minimum Requirements:** Bachelor's degree in Civil Engineering, Public Administration or related field; supplemented by a minimum of eight (8) years progressively responsible experience in an engineering, technical or administrative capacity with a large scale public works or comparable organization, five

(5) years of which shall be acquired in a supervisory/management capacity; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must be computer literate and possess a valid driver license. **Residency Requirement:** Required to maintain permanent resident status in Okaloosa County within three (3) months from the date of employment. **Compensation & Benefits:** Annual Salary Range: \$79,913.60 to \$135,824.00, 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 Ten Paid Holidays. **How to apply:** Apply for this position at www.co.okaloosa.fl.us or call (850) 689-5870 for more information. This position was first posted on August 6, 2009 and is open until filled. DFW/AA/EOE

Attorney — South Miami — The City of South Miami, Florida is seeking a full-time attorney with at least five years experience in all aspects of municipal law, litigation experience also required, and must be a member of the Florida Bar. For full proposal (RFP) please download by visiting our website: www.cityofsouthmiami.net.

Public Works/Engineering Director – South Miami - \$84,396-\$107,713. The City of South Miami's Public Works Department is seeking a Public Works Director which will be responsible to plan, direct and oversee all activities of the Public Works Department including and not limited to personnel, general departmental operations, records management and contract administration. **Responsibilities include:** To manage and direct all departmental activities and personnel. To administer and prepare budget for the department. To establish standards and manage permitting activities within the City's right of way. Manage and direct Storm Water Distribution System/Extension with available funding or established funding program. To manage and direct the City's graphic activities to include geographical information system/GIS and the Computer Aided Drafting (Auto CADD) System. To manage and direct the City's flood/community rating system (CRS) activities. To make public presentations on the department activities as requested by supervisor. Direct activities under the Storm Water Management Program to include, drainage system maintenance, contractual canal maintenance, coordination with regulatory agencies and street sweeping. Manage and implement the Five Year People's Transportation Plan funded through the People's Transportation Tax Fund. Create and implement the City's Five Year Capital Improvement Plan. The CIP is mostly funded through external funds (grants) acquired by the Public Works and Engineering Department and other enterprise funds. Manage, administer and implement planned improvements under the Local Option Gas Tax Account. Responsible to prepare and submit annual legislative appropriations request to State legislators and state departments. **Educational Requirements:** Bachelors Degree in Civil Engineering, construction and/or management or similar educational background and/or experience as deemed appropriate. Masters Degree in related field a plus. Minimum ten (10) years combined experience in engineering, capital improvements and/or storm water or a combination of experience and education. **DEADLINE DATE: OPEN UNTIL FILLED E/O/E.** IF YOU ARE INTERESTED IN APPLYING FOR THIS POSITION, PLEASE SUBMIT YOUR RESUME AND SALARY HISTORY: TO THE CITY OF SOUTH MIAMI, 6130 SUNSET DRIVE, SOUTH MIAMI, FLORIDA 33143; Ph: (305) 668-2515; Fax: (305) 668-3877; Attn: Jeanette Enrizo – HR Manager, www.cityofsouthmiami.net or personnel@cityofsouthmiami.net.

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.

City Administrator — Morristown, TN — (25,800). Salary DOQ plus excellent benefits. Current salary \$114,261. Administrator is directly responsible for 309 full-time employees and \$38M budget. Current administrator served 8 ½ years. Position answers to seven-member council. Mayor elected at large. Full-service community in beautiful Northeast Tennessee. Must be proven manager with excellent communication skills, interpersonal skills, and team-building skills. Demonstrated success in public administration, budgeting and finance/financial analysis, intergovernmental relations, leadership and strategic planning. At least seven years’ experience as city manager/administrator/assistant city manager or equivalent. Bachelor’s degree required, Master’s preferred. Application is a public record. Send resume and cover letter by October 27, 2009 to Mayor Sami Barile, Attn: City Administrator Applications, P.O. Box 1499, Morristown, TN 37816-1499. Fax: 423-585-2792. Phone: 423-585-4605. Email: mayor@mymorristown.com.

Dates to Remember:

October 28, 2009—District III Training, Kissimmee
December 2-4, 2009—FAC Legislative Conference, St. Petersburg
February 4-5, 2010—Winter Institute, Lake Mary
May 13-15, 2010—Annual Conference, Orlando