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

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Check out FCCMA’s new website at www.fccma.org

“How to Operate More Efficiently and Improve Service Delivery”

FCCMA’s Coaching Phone Panel will be held, Thursday, July 31, 2008, from 2:00 – 3:30PM, EST. Please dial 646-519-5883, callers' PIN 7592#.

As a follow-up to the conference session at this year’s annual conference in Marco Island, this phone panel will be a discussion of practices and approaches to improve operational efficiency and service delivery. Panelists will discuss ideas to reduce costs and streamline your organization. Listeners are highly encouraged to actively participate in this discussion throughout the program.

Discussion Questions:

1. What process/es should be employed to determine appropriate service levels in a jurisdiction?
2. Should Proprietary, Enterprise Funds, and Special Funds (i.e. Building Fund), always pay for the services provided in these funds with revenue generated by the services? When can/should an exception be made?
3. What short term, long term, and daily strategies (give specific examples) should be considered to improve service delivery?
4. What is the role of the elected officials, the CEO (i.e. city or county manager), and other employees in establishing an efficient working culture? How do you sustain that culture?
5. What other strategies have worked in your agencies to improve delivery of services in an efficient and effective manner? What strategies have not worked? Why?

Learning How to Say No: How to Avoid Over-Commitment

FCCMA's Coaching Phone Panel will be held from 3:00 p.m. - 4:00 p.m. Eastern Time, Thursday, August 7, 2008. Please dial 646-519-5883, callers' PIN 7592#. The Target Audience: people looking for ways to relieve stress from work and other commitments. We recommend that you form groups in your office to listen to the call and discuss the topics afterwards. We provide follow up discussion topics to help agencies get the most out of the calls for their employees and organizations.

The Panelists are: Michael Staffopoulos, P.E., Assistant City Manager, City of Largo, FL, Carl S. Harness, Assistant County Administrator, Hillsborough County, FL, and Terry Stewart, City Manager, City of Cape Coral, FL.

The Panel Discussion Questions are: 1. What commitments would you say should be priorities and why? 2. How do you manage your commitments to your family and others with your work? 3. What examples can you give of situations you had to say "No" to? 4. What indicators do you suggest a person look at when deciding whether to accept or reject committing to something?

We encourage callers to ask questions during the panel discussions. If you prefer, you may submit questions anonymously via email to fccma@donmaruska.com either in advance or during the panel discussion. As moderator for the sessions, Don Maruska will pose the emailed questions.

The Post-Call Group Discussions: Many agencies are organizing groups to listen to the calls (live or recorded) and discuss the topics among themselves after the calls. Some are summarizing their discussions and distributing them to managers throughout their organizations. Use the FCCMA Coaching Program as an effective way to enhance professional development in your agency. Here are some discussion starters for this session.

The Follow-Up Topics: 1. What are the priorities in our organization? 2. How do we help employees translate these into their work priorities? 3. What can we do to encourage employees to keep balance? 4. How can we help one another stay focused, deal with distractions, and gain high performance?

Please follow Panel Call Etiquette:

- Please put your phone on mute, except when you are asking a question or making a statement.
- Do not put the call on hold, especially if you have music or a message that plays and will disrupt other callers.
- Kindly disable call waiting or other phone features that will interrupt your participation in (and others listening to) the call.

There is no charge to participate in the telephone panel discussion, but callers will bear the costs charged by their carriers to reach the conference number.

More Resources: Visit the FCCMA Coaching Program web site at <http://www.fccma.org/coaching> for valuable resources to boost your career. These include listings of future Telephone Panels, "Ask A Coach" offering (that invites you to ask questions anonymously--check out some of the hot topics), One-to-One Coaching opportunities, and digital recordings of the Telephone Panels.

Sign Up For the FCCMA Coaching Program: Subscribe to the FCCMA Coaching Program to receive updates on events and the availability of recorded sessions. Go to <http://www.fccma.org/coaching/join.htm>. Enjoy the resources and support to thrive in local government.

FCCMA Activities at ICMA in Richmond

Early registrations for ICMA show a large contingency of FCCMA members will be attending the conference in Richmond! That is a good thing during hard times as it allows managers to talk to managers from around the US (and the World), attend meaningful workshops and get educational hours for the ICMA-CM certification.

The Monday night (September 22) Dutch Treat dinner will be at Maggiano's Little Italy, 11800 West Broad Street, Richmond. This is in the Short Pump Town Center Shopping Area, near the Hilton, Hyatt and Richmond Marriott West hotels. It is about a 20-minute ride from the Convention Center; but since the hotels for conference are so spread out, it will be close for some of FCCMA's members. The ICMA loop dining and shopping shuttles will run continuously on Monday between 4:00 p.m. and 11:00 p.m., so it will conveniently transport FCCMA members back and forth from the convention center or outlying hotels. Dinner is scheduled for 6:30 p.m. and is served family style. Please allow enough time to get there. The cost per person is \$44, which includes appetizers; freshly-baked bread; salads; Fettuccine Alfredo; Ziti with Pomodoro Sauce; Salmon (with Lemon and Herbs); Chicken Marsala; crispy red potatoes; Broccoli with lemon and garlic; Tiramisu; and Profiteroles, Vanilla Bean Ice Cream, Hot Fudge. Dinner comes with coffee, tea or iced tea. Each person will also receive two drink tickets, after which a cash bar is available. To reserve your spot at this fun dinner, repeated every year by popular demand, please fill out the form in this newsletter and return it to FCCMA, PO Box 1757, Tallahassee, FL 32302. All reservations must be received by September 10, 2008.

The FCCMA President's Suite will be open Sunday evening beginning at 7:00 p.m. after the welcome reception; it will close at 10:00 p.m. It will be open Tuesday evening from 5:00 to 10:00. Monday night's opening will depend on dinner. The Suite will be in the Marriott near the convention center; the room number will be posted on the message board once it is known. President Mitchell looks forward to seeing our members, past members and perhaps some future members of FCCMA in the suite.

Sunday, September 21 at 11:45 a.m. is the Southeast Regional meeting. Come join other members from the Southeast and hear what is going on in their cities and counties. This meeting used to be at 7:30 a.m. on Mondays, so it is hoped by changing the time more people will be able to attend.

Don't forget to make your dinner reservation by sending in the form with your check made out to FCCMA or your credit card information.

We're looking forward to seeing you!

FCCMA Ethics Course Online

Test your knowledge of the ICMA Code of Ethics.

All new applicants with FCCMA are now required to take our online ethics course to become familiar with the ICMA Code of Ethics. A committee of your past presidents developed different case studies that use one of the ICMA Tenets. A case study is presented with a question on what is the best way to proceed. You decide which answer best fits the situation. After you answer the question, the correct answer will be displayed and why it is the best choice. There is no pass/fail with this test. After the applicant finishes the test, an email is generated to FCCMA staff that the applicant has completed the course and FCCMA staff will send a certificate of completion.

To take the test, log on to <http://www.fccma.org> and go to the item called Join FCCMA. There is a link to click that will start the test.

Center for Florida Local Government Excellence

FCCMA Update

The Center for Florida Local Government Excellence (CFLGE) has launched a number of initiatives that Florida local government administrators are currently utilizing and helping to create.

The first program is the new Certificate in City and County Management that Florida State University is offering beginning this fall. This is a four-course curriculum devoted specifically to Florida Local Government. Enrollees include local government practitioners and students from around the state. You need not be a current student to enroll and there is still room in the class for anyone interested in this exciting new initiative. More information is available on the Center's website at cflge.org

The second initiative is the new FCCMA District Training scheduled to kick off this fall. Full-day and half-day training sessions are being scheduled in each District around the state. The training topics are being finalized with each District Director. This new initiative, which FCCMA President Ed Mitchell has requested to save managers travel time and money, will provide a forum for area managers to work together to address current and future issues confronting their agency. Watch for more information in the coming weeks and check cflge.org for details.

The third initiative involves research devoted to Florida local government. An Unfunded Mandate Study of the impacts of State Mandates was the first project completed and is currently posted on cflge.com. This information will be shared with state legislators this fall in preparation for the 2009 legislative session. Another research project is underway that involves the role of local government managers/administrators in policy making in the changing role of the CAO in Florida's local governments. This data will be used to help develop graduate curriculum as it pertains to teaching local government policy development. The study will be complete in September 2008.

The Center will also be launching a Digital Repository Service in August 2008. This is an open searchable data base, accessible through a simple online registration process for capturing, archiving, and disseminating research of interest to Florida local governments. During the 2008-2009 academic year, the Center will be working with local government officials and faculty to select, submit, and manage content in the CGLGE Digital Repository.

Another initiative involves the new Job and Internship Board on the Center's website. Positions listed are with local governments and universities. Potential job seekers, students and employers are now invited to register on line for this free service at <http://jobs.cflge.org>.

Local government professionals have been actively engaged in CFLGE programs. The most recent CFLGE training session was held at the Florida Association of County's June 26th conference when Alachua County Administrator Randy Reid, Wakulla County Administrator Ben Pingree, Taylor County Administrator Jack Brown, and Leon County Deputy Administrator Vince Long lead conference participants in solutions in managing during difficult times. The program was well received and the participants were actively engaged.

The CFLGE is the resource for Florida's local government professionals. If you are willing to serve on a panel, participate in research, or assist in any other way to help educate and advance local government in Florida, please send me an email at relee2@fsu.edu or at robertlee@cflge.org.

Bob Lee, Associate Director,
Center for Local Government Excellence

The Center for Florida Local Government Excellence Certificate Program

The new certificate program has an on-line format (with two full-day, in-person classes per course) and will include four required courses; each will be worth three credits and count toward a Master's Degree in Public Administration. Non-degree seeking practitioners are also encouraged to enroll in the program. The courses are entitled: Local Government Administration, Intergovernmental Management and Relations, Management Studies, and Government Administration in Florida. The first class, entitled Local Government Administration, will begin in the Fall 2008 Semester. The Fall classes are scheduled for September 12, 2008 and November 14, 2008 from 9:00 a.m. – 4:30 p.m. Intergovernmental Management and Relations will be held in Spring 2009, Management Studies will be held in Summer 2009, and Government Administration in Florida will be held in Fall 2009. The tuition rate charged will be at the current rate for other graduate courses in a Florida state university school.

Class particulars and enrollment guidelines are described on the Center's website at cflge.org. Credit hours are from Florida State University but transferable to any of the Florida universities.

Lee Feldman Appointed to FEMA National Advisory Council

Federal Emergency Management Agency (FEMA) Administrator David Paulison announced June 20 his annual appointments to FEMA's National Advisory Council (NAC).

The NAC advises the Administrator of FEMA on all aspects of preparedness and emergency management in an effort to ensure close coordination with its partners across the country.

"NAC members contribute their wide range of knowledge and expertise to helping make their neighbors, communities and our entire nation stronger and better prepared to respond to any disaster," said Administrator Paulison. "FEMA has already benefited from their input.

Lee has been appointed in 2008 to serve a three-year term in the category of Administrator's Selection.

Ask A Coach

Below is the question for this month:

Prisoner of Public Works

I am several years into my career and I am aspiring to become a City Manager but based on the opportunities that I have had so far, my career path has primarily taken me through the public works arena. If I want to become a City Manager one day, will I need to eventually break out of the niche I am in and pursue jobs in other disciplines to become a well-rounded manager? Or should I embrace the opportunities that I have and work to establish myself as manager with specialized skills (i.e. public works)? **Prisoner of Public Works**

Dear "Prisoner of Public Works"

Certainly if you are a Professional Engineer and only a few years into your career, I think it is a fine idea to pursue becoming the Public Works Director, then City Manager. That's a well worn and effective career path. If your educational background is more

general management (MPA, MBA, etc), I would actively seek out opportunities to get in the City Manager's office. It is true that people get pigeon-holed and you can become viewed as a "public works type", which could limit your opportunities. My advice: let it be known within your organization what your career goals are and actively seek opportunities to get closer to the City Manager's office. In the meantime, seek out every interdepartmental assignment you can to demonstrate the transferability of your skill set within your organization and to build a resume of assignments, which are not strictly "Public Works." **Vincent Long**

I would agree that it is time for you to break out of Public Works and seek general management positions. You could specialize in another field as well. Planning in Florida is often a fast track to the City Managers position. PW experience is valuable as a city manager as well. I would suggest seeking Asst. City Manager positions or even City Manager in a smaller organization. **Jim Drumm**

I am going to address this question with two responses. The first response is to think of yourself as a sponge in this stage of your career. Soak up every bit of knowledge you can expose yourself to. Despite the fact that you primarily work in the Public Works arena that should not keep you from getting involved in other areas of your local government. Look for opportunities to participate in special projects and city-wide taskforce activities. This will broaden your knowledge base and will allow other Department Heads, as well as the City Manager, to observe your working skills. I think that it is particularly important that you gain some experience (at some point in your career) in budgeting and finance, if you have not done so already. In addition, strengthening your knowledge in the areas of Public Safety, Community/Economic Development, and Parks & Recreation. These functions are fairly standard throughout and should be helpful to you as you build on your career.

The second response comes from a different perspective. Although I still believe it is important to gain as much knowledge as possible among the various disciplines within your municipality there can also be advantages to being a specialist. There are many career opportunities that will arise with a city searching for a candidate with a specialty within a specific area. I have seen job advertisements recruiting for both Assistant City Managers and City Managers requesting extensive experience in areas such as Public Works, Planning and Growth Management, Economic Development and Fiscal-related responsibilities. Therefore, being a specialist is not particularly a negative aspect for your career. It is important that you get involved in your local and statewide organizations. Make contacts and network and keep your eyes and ears open for new opportunities not only in your own jurisdiction, but in other ones as well. You may find that in building your career will require that you move to another municipality or county agency to gain the experience you need. Keep your options open, work hard and you will be rewarded. **Carl Harness**

MIT News and Update

Listed here are the current members-in-transition. **Pamela Brangaccio**, former administrator of Broward County, pbrangaccio@tampabay.rr.com; **Matt Brock**, former manager of Grant-Valcaria, mattbrock42@hotmail.com; **Jim Coleman**, former manager of Williston, jcoleman@embarqmail.com; **Richard Diamond**, former manager of Bunnell, richarddiamond@cfl.rr.com; **Jim Gallagher**, former manager of Dundee, jgallagher27@tampabay.rr.com; **Stella Heath**, former assistant manager of Frostproof, 863.639.2178; **Patricia Jackson**, former manager of Eagle Lake,

pjackson95@tampabay.rr.com; **Lillie Latimore**, former manager of Pahokee, llatimore@aol.com; **Bruce Loucks**, former manager of Charlotte County, bdloucks@comcast.net; **Tom Moffses, Sr.**, former manager of Madison, moffsesr@gmail.com; **Katrina Powell**, former manager of Fort Meade, ktpowell68@aol.com; **William Whitson**, former manager of Cairo, GA, wwwhitson@aol.com; and **Tom Willi**, former manager of Monroe County, thomas-willi@hotmail.com. Please take a minute to show your support of these MITs by making a phone call or sending an e-mail.

Positions

City Administrator – City of Arcadia - (pop. 6,617) The City of Arcadia is accepting applications for the position of City Administrator. Current Administrator scheduled to retire 12/31/2008 after 26 years. Interim appointment as Assistant Administrator anticipated between October 1, 2008 and December 31, 2008. This professional position is established by City Ordinance and is appointed by the City Council. The City operates as a Council/Administrator form of government with a five-member Council elected at large on a non-partisan basis for four year terms. The City operates with a total budget of \$14 million of which the General Fund budget is \$6 million. The City operates with 88 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 the supervision of an elected City Marshal. Building inspections, animal control, fire protection, and ambulance provided by DeSoto County. Arcadia is the only incorporated area within DeSoto County. The City desires a strong generalist with consensus building skills and the ability to communicate effectively with the Council, public and staff. Minimum educational requirement is a bachelor's degree from an accredited college/university in public administration, business or a related field. A minimum of seven years progressive experience in municipal or county government, with a two-year minimum as manager or assistant manager is preferred. Upon being hired, relocation to the City preferred, but not required. Send resume with salary history to: Rachele M. Baumann, CMC, City Recorder, P.O. Box 351, Arcadia, Florida, 34265. 863 494 2514. Closing date August 1, 2008. All materials submitted become public information under the Florida Public Records Law. EOE/DFWP.

Director, Information Technology Services - City of Boynton Beach - \$84,121-\$92,000/yr. The City of Boynton Beach is a culturally-diverse community with a population of 67,071. Boynton Beach has multiple gateways to rail, road and sea transport; is centrally located between Palm Beach and Fort Lauderdale and is directly connected to the Interstate and State highway systems as well as the Florida Turnpike. Our neighborhoods are the home to 29 different city-maintained parks with a wide range of featured activities. Boynton Beach is the third largest city in Palm Beach County and 32nd in the state of Florida and is perfectly located to experience all the cultural activities offered in Palm Beach County. Minimum Bachelor's degree in Computer Science or Business Administration, with Master's level course work in the field; Master's degree strongly preferred; supplemented by six (6) years previous management experience that includes municipal government operations, administration, and budgeting; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Download applications at www.boynton-beach.org. Fax completed applications to 561-742-6274. Mail to: HR Dept., 100 E. Boynton Beach Blvd, Boynton Beach FL 33425. EOE/D/V/DFWP/. Open till filled.

County Administrator - Broward County, Florida - Minimum Salary \$230,000, DOE Attractive Benefits Package. Broward County offers a challenging opportunity for an innovative and creative County Administrator to restructure and improve County government. Broward has a \$3 billion budget, 6,500 employees, and over 60 different agencies serving nearly 1.8 million residents. The County Administrator, appointed by the Board of County Commissioners, is the chief administrative officer and the highest appointed administrative position in county government. The County Administrator directs the functions of County government, and hires, directs, supervises and manages the work of a staff engaged in administrative, operational and budgetary support and analyses. Eligible candidates will possess a Master's Degree in public or business administration, public policy, finance, or a closely-related field, plus at least ten years of broad, extensive, and progressively responsible leadership experience in a high-level executive or administrative capacity in a public agency, preferably local government, or any equivalent combination of training, education, and experience which provides the required knowledge and abilities. Airport and/or seaport management experience, or international trade operations/management experience is preferred. **Open until July 28, 2008.** Information submitted in response to this advertisement are public records pursuant to Chapter 119, *Florida Statutes*. Submit cover letter, resume, current salary and three work-related references to: Marjorie Young, CPS Human Resource Services, Consulting Services Group, 444 North Capitol Street, Suite 544, Washington, DC 20001; Phone: 202-355-7300; Email: cse-executive@cps.ca.gov. For more information: www.cps.ca.gov/search or www.broward.org. *Broward County is an equal opportunity employer and values diversity at all levels of the workforce.*

City Manager City of Deltona, FL

THE COMMUNITY AND LOCATION

With a population of 87,000, Deltona is the largest city in Volusia County, and the second largest in Central Florida. It is located midway between Orlando and Daytona Beach, about 30 minutes from both. Deltona has been a rapidly-growing, residential community on the I-4 corridor. It is poised for future growth. The resources and infrastructure are available for both commercial and additional residential development.

Begun as a planned community in 1962, with 36,000 building sites targeted at retirees, Deltona has become a young city with a diverse population representing all age groups. The current population under 25 is 33%. Approximately 40% are between ages 25 and 54 and only 15% are over age 65. Each of these groups has its unique needs, goals and desires. Parks are plentiful, housing prices are reasonable and the schools are above average, making it a good place to live, work and play, and raise a family.

THE GOVERNMENT

Incorporated in 1995, Deltona is a relatively new city. It operates under a Commission-Manager form with a government consisting of seven elected officials who serve

staggered four-year terms. The Mayor presides and serves as a Commissioner-at-Large. He is elected by the residents throughout the City. The other commissioners represent six geographic districts. The City Manager is appointed by a majority vote of the City Commission. City services include the City Clerk's Office, Building and Zoning Services, Deltona Water, Enforcement Services, Finance and Internal Services, Fire and Rescue, Human Resources, Parks and Recreation, Solid Waste, Public Works, and the Department of Planning and Development Services. Law Enforcement Services are provided through a contract with the Volusia County Sheriff's Office. The operating and capital budgets total \$148 million, and the City has 342 employees.

THE CHALLENGES

As noted, Deltona began as a retirement community and as a result, the original plans envisioned shopping plazas without a traditional downtown district. It also did not have a commercial or industrial component to provide the jobs needed for a younger community. Further, infrastructure was also limited. The City is now attempting to adapt to its current condition as a community with a diverse population represented by a wide variety of ages, races and ethnic groups, each of which have their own interests and needs. The elected officials and the community recognize that economic development – specifically encouraging new commercial and industrial enterprises located in the community – is very critical to Deltona's long term success. The City is also considering the development of its own police department and commissioned an independent study to weigh its options.

THE IDEAL CANDIDATE

The City Manager performs high-level administrative, technical and professional work in directing and supervising the administration of the city government. The ideal candidate will have at least seven years as a senior level executive and experience in the public, government, and/or non-profit sectors with management of more than 200 people. He/she must be a community-oriented individual who will be responsive not just to the elected officials but to the community at large. Other important qualities will be someone who is progressive, creative, ethical, receptive to new ideas, strategic and responsive. The individual must consider customer service to be an essential part of public service and must have outstanding communication skills. Being fiscally responsible is a critical success factor. Additionally, the individual should be comfortable with the media and should have experience in a multi-cultural environment. A bachelor's degree in business administration, public administration, public policy or related field is required while a master's degree would be a plus. Seven to ten years of increasingly responsible experience in the public sectors as a senior executive or a combination of relevant education and experience is required. He/She will have a positive attitude with energy, drive and commitment. The individual will be achievement-oriented with record demonstrating significant successes. Knowledge of government is essential, but Deltona will consider strong candidates with comparable experience in the private sector. Knowledge and experience in strategic planning principles, performance measurement, project development and labor/union relations will also be important.

The salary and benefits will be commensurate with experience.

HOW TO APPLY

Applicants should also complete a City of Deltona Employment application which is available on the City's web page. Email your resume *and completed application form* to Recruit26@cb-asso.com by close of business on July 30, 2008. The application form can be downloaded at:

<http://www.deltonafl.gov/go/deltona-sections/departments/human-resources/current-employment-vacancies>

Click on "on-line forms" (in blue just above the current vacancies list). Ideally, all materials will be sent via email but if you cannot, our fax numbers are: (715) 282-3595 and (561) 791-2137.

Direct all questions to Colin Baenziger of Colin Baenziger & Associates at (561) 707-3537.

THE PROCESS

Applicants will be screened between July 31st and September 8th. The City will select finalists on September 15th. Finalist interviews are tentatively scheduled for September 26th and 27th. The selection of the next manager will be made on September 29th.

OTHER IMPORTANT INFORMATION

Residency of the selected individual is required within six months of being hired. The City expects the individual and his/her family to become full participants in the community.

Deltona 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 Florida law.

Director of Planning and Development Services - City of Dunedin, FL - Salary Range: \$72,161 - \$104,634 (Negotiable). (Pop. 37,500) Plans, directs and supervises the various functions of the Community Services Department, including code enforcement, building permitting, occupational licensing, zoning, long-range planning, commercial landscaping and downtown redevelopment, ensuring compliance with all applicable policies, procedures, laws and regulations. Updates and maintains all planning, zoning and building codes. Represents the City at public hearings locally and regionally. Advises the City Manager on a variety of related topics. Develops and administers the department's annual budget. Performs related work as directed. Reports to the City Manager. Requires a Master's degree in urban planning or related field supplemented by a minimum of seven years of progressively responsible experience in planning, codes enforcement and zoning administration, five of which have been in a supervisory capacity. An equivalent combination of education, training and experience that provides

the required knowledge, skills and abilities may be considered. Must possess a valid Florida driver's license within 30 days of employment. Accepting applications/resumes until position is filled. City of Dunedin 750 Milwaukee Ave., Dunedin, FL 34698. Phone (727)298-3040. Fax (727) 298-3052. For employment application go to http://www.dunedingov.com/docs/Employment_Application.pdf
EOE m/f/d/v Drug/Smoke Free Workplace.

Town Manager – Miami Lakes - The Town of Miami Lakes is seeking qualified applicants for the position of Town Manager. Miami Lakes incorporated on December 5, 2000 and is one of thirty-five municipalities in Miami-Dade County, Florida. Conveniently located just 16 miles north of Downtown Miami and 10 miles from Miami International Airport, the Town encompasses approximately 6.5 square miles. Miami Lakes is home to approximately 27,300 residents and has an annual budget of \$18 million (general fund) and \$7.2 million (capital fund). The Town is governed by a seven-member Council and operates under the Mayor-Council-Manager form of government. The Town Manager directs, manages and coordinates the administration of the Town of Miami Lakes in accordance with the policies determined by the Town Council and the Town Charter. Minimum Qualifications: Bachelor's degree in Public, Business Administration or a related field and ten (10) years progressively responsible, administrative and management experience in the public sector, five (5) of which must have been at a senior management position. Master's degree and knowledge of administrative and operational functions of a municipal government are preferred. The ideal candidate is a community-oriented individual who will be responsive not just to the elected officials but to the community at large. Other important qualities will be someone who is progressive, creative, ethical, receptive to new ideas, strategic and responsive. The individual must consider customer service to be an essential part of public service and must have outstanding communication skills. Salary and benefits will be commensurate with experience. Interested candidates should forward letter of interest, resume and salary history to Town of Miami Lakes via email to: jobs@miamilakes-fl.gov by August 1, 2008.

Finance Director – Miami Shores Village - The Village is seeking a qualified individual to direct all financial aspects and functions of the Finance Department, including Budgeting, Accounts Payable, Accounts Receivable, Cash Management, Payroll and Personnel Administration, Risk Management, and Pension Benefits. This position reports directly to the Village Manager and interacts with local elected officials, fellow department heads and staff, as well as residents. Requirements include: graduation from an accredited college or university with a degree in business administration, accounting or finance; at least five years of finance work experience and at least three years of governmental finance work experience. Good communication and interpersonal skills required. CPA and/or CGFO preferred. Excellent salary and benefit package offered. Submit resume with current salary information to: Village Clerk, 10050 N.E. 2nd Avenue, Miami Shores, FL 33138 or e-mail to: estepb@miamishoresvillage.com. EOE

Assistant City Manager – City of Oakland Park - (pop. 43,500) Salary range: \$89,547 - \$136,257 DOQ with an excellent benefits package. Oakland Park, a City on the southeastern coast of Florida is seeking to fill the position of Assistant City Manager. The Assistant City Manager is an experienced local government manager who partners with the City Manager to ensure the overall effectiveness of City operations and the fiscal

integrity of the community. The ideal candidate will be capable of ultimately moving to the City Manager role within the next 2 to 3 years. The successful candidate must have the skills to exercise considerable discretion, initiative, and creativity in the performance of duties. The Assistant City Manager is expected to be an innovator, a problem solver and a leader who has a strong record of task achievement. The position requires frequent communication and coordination with elected officials, business leaders, and residents.

City Vision: Oakland Park – a hometown choice for excellence in people, public service, and community. **City Mission:** We strive every day to deliver- in a friendly, courteous, reliable, and responsive manner – a diverse set of efficient and effective City services that exceed the expectations of our residents, businesses, and employees.

City Values: Respect, Integrity, Service and Excellence. **MINIMUM QUALIFICATIONS:** Bachelor's degree in public administration, political science, business administration or a closely-related field. Five years of management administration experience in municipal government or public administration. Excellent oral and written communication skills, project management skills, and interpersonal skills. Must have strong financial acumen and strategic management. **PREFERRED QUALIFICATIONS:** Master's degree in Public or Business Administration or related field. Previous experience as Assistant City Manager or Department Director. ICMA Credentialed Manager. Visit www.oaklandparkfl.org for additional information. Send cover letter, resume, salary history and references to: Linda Francis, lindaf@oaklandparkfl.org **Closing date: 08/15/08.** EOE/DFWP. (Final interviews are expected to take place mid-September, prior to the ICMA Conference)

City Manager - City of Quincy, FL - Salary: \$80,000 - \$110,000. The City of Quincy, FL seeks a City Manager who possesses considerable initiative and independent judgment and who has a broad knowledge of public administrative, business and financial management, local and state government and supervision skills beyond routine duties, while serving under the direction of its City Commission. Work involves the supervision of activities related to the City in accordance with the policies determined by the City Commission, City Charter, and applicable laws and ordinances. Duties include exercising leadership with department heads and a workforce of 145 – 160. Incumbent will prepare, submit and oversee a fiscal year budget (including a capitol improvement program) ranging from \$30M – \$35M that includes the management of eight enterprise funds. Incumbent must have the ability to work under strict guidelines and timeframes. Experience and knowledge in local government utilities, finance, public works, parks and recreation and telecommunications operations. Master Degree in Public Administration, Business Administration, engineering or related field. A minimum of five years experience in municipal management positions with authority for program direction and budget administration, or coordination and supervision of such functions. Previous experience as a City Manager or Assistant City Manager a plus. Salary is negotiable and commensurate with experience. Incumbent is expected to reside in Gadsden County. Submit letter of application, detailed resume with salary history, work-related references and City of Quincy application to: Lauren S. Wright, Director, Human Resources, City of Quincy, 404 W. Jefferson Street, Quincy, FL 32351. E-mail lwright@myquincy.net. Fax 850/875-2943. Open to filled. For a complete position / community profile and job application visit www.myquincy.net. **EOE.**

Director of Public Utilities – West Palm Beach, Florida - The Department of Public Utilities includes a staff of 239 employees, annual operating budget of \$60,150,000 and an average annual capital budget of \$6,500,000. A new initiative is underway for over

\$110,000,000 in improvements to the Utility billing system with primary focus on water treatment improvements and long-range planning for drought management. Reporting to the Assistant City Administrator, the Director of Public Utilities plans, manages, and directs the operations and services of the Department of Public Utilities including all city utilities, water and wastewater treatment systems, water distribution, sanitary collection, 20 square-mile water catchment area, approximately 33,000 meters, customer service and utility billing, and other related operations of the City. Bachelor's degree with a major in Civil Engineering, Environmental Engineering or closely-related field and seven years experience in a water, wastewater or public works setting to include five years in a management capacity with responsibility for a large division within a public utility. A State of Florida P.E. strongly preferred. The salary range is \$98,600 - \$148,100. Benefits include: Management Benefits Category I: \$5,040 annual incentive allowance, four management leave days and \$100,000 additional life insurance policy. Executive Health Insurance, Deferred Compensation Plan 401(a) and 457 Plan, Life Insurance (equal to one times annual salary), Paid holidays (11), Vacation/Annual Leave, Sick leave (12 days annually), Flexible spending accounts, and more. **HOW TO APPLY:** Cover letter, resume, and salary history immediately to: **Tom D. Freijo, Ph.D., Senior Vice President The Mercer Group, Inc. Freijo@Mercerfl.com P.O. Box 9328 Winter Haven, Florida 33883 TEL: (863) 299-3571 FAX: (863) 299-6737.** EOE. Applications in Florida become a matter of public record upon receipt. Go to www.mercergroupinc.com for a complete Position Profile.

Water Plant Manager – West Palm Beach - The City of West Palm Beach (pop. 102,000) with its sunny palm-lined streets, scenic waterfront views, quaint shopping districts, historic neighborhoods, and year-round outdoor festivals — is a slice of paradise whose hallmarks are elegance and luxurious comfort. Reporting to the Assistant Director of Public Utilities, the Water Plant Manager plans, supervises, coordinates, and controls the City's 47 MGD water treatment plant and water distribution systems operations. The incumbent in this position is responsible for the maintenance, construction and repair efforts dedicated to infrastructure and water treatment and operations; for developing and maintaining regulatory compliance programs for the Water Treatment Plant to ensure compliance with all local, state and federal laws, rules and regulations; and to properly respond to citizen's questions and inquiries on all water quality issues. Bachelor's degree, preferably with a major in Chemistry, Biology, Business or Public Administration, or closely related field and seven (7) years experience in public utilities, public works, or private construction, including two (2) years in a supervisory/managerial capacity, or any equivalent combination of training and experience. A State of Florida Class A water plant operator license issued by the Department of Environmental Protection is required. Candidates with equivalent out of state licenses will be required to obtain the State of Florida license within one year from date of employment. The salary range for this position is \$68,500 - \$102,900. Very good benefits package. **HOW TO APPLY** Cover letter, resume, and salary history immediately to: **Tom D. Freijo, Ph.D., Senior Vice President The Mercer Group, Inc. Freijo@Mercerfl.com P.O. Box 9328 Winter Haven, Florida 33883 TEL: (863) 299-3571 FAX: (863) 299-6737.** EOE. Applications in Florida become a matter of public record upon receipt. Go to www.mercergroupinc.com for a complete Position Profile.

Dates to Remember:

August 14-16, 2008 – Florida League of Cities Annual Conference, Tampa

ICMA Conference/FCCMA Events

Dutch Treat Dinner -For those of you traveling to Richmond for the ICMA Conference, reservations have been made at the Maggiano's Little Italy, 11800 West Broad Street for Monday, September 22. This is in the Short Pump Town Center Shopping Area, near the Hilton, Hyatt and Richmond Marriott West hotels. It is about a 20-minute ride from the Convention Center; but since the hotels for conference are so spread out, it will be close for some of FCCMA's members. The ICMA loop dining and shopping shuttles will run continuously on Monday between 4:00 p.m. and 11:00 p.m., so it will conveniently transport FCCMA members back and forth from the convention center or outlying hotels. Dinner is scheduled for 6:30 p.m. and is served family style. Please allow enough time to get there. The menu includes appetizers; freshly-baked bread; salads; Fettuccine Alfredo; Ziti with Pomodoro Sauce; Salmon (with Lemon and Herbs); Chicken Marsala; crispy red potatoes; Broccoli with lemon and garlic; Tiramisu; and Profiteroles, Vanilla Bean Ice Cream, Hot Fudge. Dinner comes with coffee, tea and iced tea. Each person will also receive two drink tickets, after which a cash bar is available. Tickets will be necessary, as FCCMA will be paying deposits and making the final payment on one bill. You will receive a confirmation e-mail that will serve as your ticket. The cost is \$44 per person, which includes taxes and gratuity. Please send your checks made payable to FCCMA with the order form below by September 5 to receive your ticket(s) by email. This dinner event is always very popular with the FCCMA members, and it is hoped there will be a good turnout. Due to budget cuts, it was necessary to take the dinner back to a restaurant rather than FCCMA hosting something in the hotel.

ICMA Conference/FCCMA Dutch Treat Dinner

Name: _____

E-mail (where you want ticket sent): _____

Number of tickets requested at \$44 each: _____

Amount enclosed: _____

Checks should be payable to FCCMA.

Visa/Mastercard: circle one

Name on the card: _____

Credit Card #: _____ Expiration Date: _____

Billing Address for the Cardholder: _____

Please mail to Carol Russell, FCCMA, PO Box 1757, Tallahassee, FL 32302 or Fax: 850.222.3806 or attach with an e-mail to crussell@flcities.com.