



The MANAGER

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

June 2007

Vol. 29, No. 6

In This Issue

Executive Director's Column
Coaching Program Phone Panels
Florida Cities of Excellence Awards Program
MIT News and Updates
Positions
2007/2008 Directory

Executive Director's Column: Coaching Program Phone Panels

By Lynn Tipton

Join FCCMA's coaching panelists for some great discussion on issues that affect all people in local government. These phone discussions are for anyone in local government from "seasoned" managers to the newcomers. To participate, dial **646.519.5883; PIN #7592**.

The first phone panel will be held on June 27 from 2:00 p.m. to 3:00 p.m., Eastern time. The first issue is "Enjoying a Great Career in Local Government." The panelists are Lee Feldman, William Whitson, Barbara Lipscomb and Pam Brangaccio.

The second phone panel will be held on August 9 from 3:00 p.m. to 4:00 p.m., Eastern time, and the topic is "Building a Great Career and Balanced Life." The panelists are Colin Baenziger, Carl Harness and Oel Wingo.

The third phone panel will be held on September 12 from 2:00 p.m. to 3:00 p.m., Eastern time. The third discussion is "Avoiding the Slippery Slope of Ethical Challenges." The panelists are Bob Lee, Randy Reid, Ken Parker and Ann Toney-Deal.

The fourth phone panel will be held on November 1 from 3:00 p.m. – 4:00 p.m., Eastern time. The topic is "Making a Difference and Having Fun—Next Gen Success Stories." The panelists are Pat Bean, Shannon Lewis, Jon Lewis and Al Minner.

A fifth phone panel discussion is being considered, depending upon the outcome of the special session on property tax.

There is no charge to participate in these telephonic sessions. To sign up and participate, go to the FCCMA website at www.fccma.org and click on the link to the “Coaching” page or call the FCCMA at 850.222.9684.

Florida Cities of Excellence Awards Program

The Florida League of Cities is pleased to announce the fourth annual Florida Cities of Excellence Awards Program. Award brochures have been mailed to League members. It’s also available online at www.flcities.com under “News & Hot Links.” The nomination deadline is August 10. We hope that your city will participate in this unique opportunity to spotlight your city, its leaders *and* its citizens!

Once again there will be a category for “**City Manager of the Year.**” Other categories are: City of Excellence, City Spirit Award, Mayor of the Year, Council Member of the Year, City Attorney of the Year, City Finance Official of the Year, City Clerk of the Year, City Employee of the Year and Citizen of the Year.

Not only are the Florida Cities of Excellence Awards a great way to recognize and honor programs and people who make cities successful, they also are a wonderful way to promote your city!

This year’s awards banquet will be held on Friday, November 9, 2007, at the Hyatt Regency Orlando International Airport Hotel. It again will be held following the Florida League of Cities Legislative Conference.

A list of the 2006 finalists and winners is available at www.flcities.com/awards.asp. For more information, call or e-mail Lynn Tipton (ltipton@flcities.com) or Beth Mulrennan (bmulrennan@flcities.com) at the League office, 1-(800) 342-8112.

MIT News and Update

Listed here are the current members-in-transition. **Lester B. Baird, Sr.**, former administrator of Hendry County, Lesterbb2000@earthlink.net; **Mitchell Bobowski**, mbobowski@yahoo.com; **Paul Boyer**, former manager of Lake Worth; **Susan Boyer**, former manager of Crystal River, sboyerhwood@aol.com; **Steve Cottrell**, former manager in the Town of Belleair, scottrell@knology.net; **Larry Deetjen**, former manager of Deerfield Beach, larrydeetjen@aol.com; **Scott Dye**, scottdye@hotmail.com; **Jim Gallagher**, former manager of Dundee, jgallagher27@tampabay.rr.com; **Charity Good**, former manager of North Bay Village, good2821@aol.com; **Stella Heath**, former assistant manager of Frostproof, 863.639.2178; **Tom Moffses, Sr.**, former manager of Madison, moffsesr@gmail.com; **Katrina Powell**, former manager of Fort Meade, ktpowell68@aol.com; **Ron Stock**, former manager of Leesburg, rs9588@earthlink.net; and **Bonnie Wilbanks-Free**, former manager of Golden Beach, bonwfree@bellsouth.net. Please take a minute to show your support of these MITs by making a phone call or sending an e-mail.

Positions

Budget and Management Coordinator – Broward County, FL – Broward County’s Office of Management and Budget is seeking an experienced Budget and Management Coordinator to undertake highly responsible work in a policy-oriented central staff agency. Work involves independently completing complex analysis and coordinating significant elements of a \$3.7 billion local government budget. Examples of these elements may include coordination of capital program development, coordination of revenue forecasting and analysis, coordination of staff training and other high-level projects delegated by the Director, Assistant Director and Managers. Graduation from an accredited four-year college or university with major course work in public administration or related field, a minimum of five years progressively responsible work experience in a central local government or State budget office and highly effective communication skills and experience are required. Training in facilitation, quality improvement methods, analytical, problem-solving techniques and a Master’s degree are highly desired. Actual starting salary will be based on experience and education up to the midpoint in the salary range. (Salary range is \$60,000 to \$100,000). The County’s benefit package also includes: employer-funded health insurance for employee (depending on the choice of plan) and employer-funded subsidy for family coverage; three weeks of vacation/administrative leave; employer-funded retirement program with no employee contribution; no state or local income taxes; and insurance benefits for Registered Domestic Partners. To apply, please send resume to: mgelman@broward.org or Office of Management and Budget, Marci Gelman, Assistant Director, 115 South Andrews Avenue, Room 404, Fort Lauderdale, Florida 33301

Finance Director - Casselberry, Florida - - (Pop. 25,000). Salary Range: \$68,687 - \$114,478. Hiring Range: up to \$91,500 DOQ. The City is seeking an experienced municipal finance professional. Under general direction of the City Manager, the Finance Director is responsible for directing and coordinating all financial activities of the City, which includes the responsibility for financial planning, budgeting, accounting, revenue administration, utility customer service and billing; and the billing and collecting of special assessments and service charges for the City. Work in this class requires the employee to work effectively with and maintain communications with elected and appointed officials, other department directors, representatives of other governmental jurisdictions, private consultants and contractors, and subordinate personnel. Located in Seminole County, the City of Casselberry is within the Orlando metropolitan area. The population is approximately 25,000. The Finance Director is responsible for coordinating City-wide accounting and related fiscal activities, directing the overall development and operational controls for maintenance of the central accounting system and directing the gathering, interpreting, recording and distribution of financial data. The Finance Director also monitors fiscal activities, ensures compliance with laws and requirements and ensures that city funds are correctly and effectively managed and that accounting and internal controls are maintained. The Finance Department is responsible for processing and maintaining all City-wide financial data per Governmental Accounting Standards Board (GASB) principals and State of Florida guidelines, producing the City’s Comprehensive Annual Financial Report (CAFR) and coordinating the preparation of the City’s annual budget. The Department is also responsible for providing billing and customer service for customers of the City’s utility system, ensuring compliance with government purchasing guidelines, and processing the City’s payroll, accounts payable, and fixed asset records. The Department includes 23 staff members and a 2006-07 budget of \$1.9M. The Department consists of three major functional areas: accounting, purchasing and customer service. The requirements include: graduation from an accredited college or university with a degree in business administration, accounting or finance, and a minimum of five (5) years highly responsible work experience in accounting, revenue administration, and other phases of fiscal management, (three (3) years of which must be in local government finance). At least two (2) years

of experience in a supervisory capacity relating to local government finance functions. Certified Public Finance Officer, Certified Government Finance Officer, or Certified Public Accountant preferred. Resumes will be accepted until the position is filled. Please submit resume with current salary information to: Human Resources Department, 95 Triplet Lake Drive, Casselberry, FL 32707 or abrooks@casselberry.org. Additional information may be obtained by contacting Andy Brooks, Human Resources Coordinator at (407) 262-7700, Ext. 1150, or e-mail abrooks@casselberry.org (Please include "human resources" in the subject line to ensure that your email clears the email filter). All application materials are subject to the Florida Public Records Law.

Assistant City Manager - Clermont, FL (23,000). Salary \$65,000-\$85,000. Requires Masters Degree in Public Administration or related field and local government experience or a combination of education, training and experience providing skills and knowledge required for the position. Strong organizational, interpersonal, and public relations skills are essential. Areas of involvement may include but not be limited to planning, economic development, Community Redevelopment Organizations, recreation, risk management, information technology, customer service, grant writing and administration, advisory committees, project research and development, implementation of plans and programs, and providing other assistance to the City Manager. The position will remain open until filled. Send cover letter and resume to: The City of Clermont, Office of the City Manager, P.O. Box 120219, 685 W. Montrose St., Clermont, FL 34711. Fax: (352) 394-4087. Submitted materials are subject to Florida Public Records Act. An Equal Opportunity Employer.

City Manager – Keystone Heights, FL (Pop. 1385) - Located in Northeast Florida, 50 miles Southwest of Jacksonville and 25 miles Northeast of Gainesville. \$2.2M budget, \$1.3M general fund budget and \$900,000 in grants. Twelve full-time, 3 part-time, & 1 seasonal employee. Stable government with small town character and friendly atmosphere. Keystone Heights residents elected a City Manager form of government March 2007. The City Council has a Mayor & 4 Council members elected at large in non-partisan elections for staggered terms of three years each. City services include street and road maintenance, buildings, grounds and right of way maintenance, parks and recreation, general administration and City water and commercial sewer service provided by Clay County Utility Authority. Police and fire services are provide by county. Applicants must possess a minimum of a Bachelor's degree from an accredited college in public administration, business administration, planning or a related area, minimum of five years of progressive administrative experience with two years at senior management level in local government, or any equivalent combination of education and experience. Florida experience preferred. Membership in ICMA is preferred; ICMA Credentialed Manager status is a plus. The incumbent is expected to be active in the Florida City/County Management Association (FCCMA). Hiring range \$46-\$60,000 + benefits DOQ. Cover letter, resume, references and salary history by June 29, 2007 sent to "City Manager Applicant", City of Keystone Heights, and P. O. Box 420, Keystone Heights, FL. 32656 or email to city@keystoneheights.us. Job description available upon request. All applications subject to Florida's open record law. EOE/DFWP

Assistant County Administrator - St Lucie County, Florida. Salary: D.O.Q./E. This position coming available due to pending retirement. Apply to: Human Resources Dept., St. Lucie County, 2300 Virginia Ave., Fort Pierce, FL 34982. EOE. Veterans Preference. An application is

required. For application, job description and other specifics go online: www.co.st-lucie.fl.us. Fax application to: 772-462-2361.

Executive Director - Tampa-Hillsborough County Expressway Authority. The Tampa-Hillsborough County Expressway Authority (THEA) is responsible for building, operating, and maintaining toll-financed expressways in Hillsborough County. The THEA controls the Lee Roy Selmon Crosstown Expressway, a main artery that runs from downtown Tampa to Brandon, Florida. Bachelor's degree required. Master's degree highly desirable. At least ten years of progressively responsible leadership and comprehensive executive level experience in professional management, program analysis and development, communication, consensus building, budget and contract management, and strategic planning. Public sector experience is very important; transportation or toll system experience would be a definite plus. Knowledge of transportation programs and/or toll policies, operations, and financing a plus. Starting salary range \$150,000 to \$210,000, DOQ. Cover letter, resume, and salary history by May 28, 2007 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. Preference is given to eligible veterans, and spouses of eligible veterans, with proper documentation. Applications in Florida become a matter of public record upon receipt. Go to www.mercergroupinc.com for a complete Position Profile.

Controller -City of Orlando - The Controller assists the Chief Financial Officer in administering the financial affairs of the City. This position is the City's principal source of knowledge and expertise on the proper application of Generally Accepted Accounting Principles and for implementing new accounting pronouncements and standards. The Controller is responsible for the integrity of the financial information system as it relates to accounting and control, internal financial reports, and the City's comprehensive annual financial report. Bachelors Degree in accounting or a closely related field required; In addition, a Masters Degree in business administration, accounting, finance, or public administration is highly preferred. CPA credential is required. Minimum of 5 years of professional supervisory and management experience in accounting and financial reporting required. Government experience is required. Starting salary range up to \$110,000 DOQ. Cover letter, resume, and salary history by June 15, 2007 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.

Policy and Legislative Advocate. Local government association, located in Tallahassee, seeks policy and legislative advocate experienced in state and local finance and tax issues. Local government structure, state budgeting and appropriations, and financial, economic modeling knowledge preferred. Position reports to the legislative director. Performs statistical and numeric research; develops such analysis as needed to advance the association's policies and strategies. Presentation skills preferred. Four yr college degree in accounting, finance or economics. Five yrs. progressively responsible experience in governmental budgeting/accounting or related field. CPA or CGFO preferred. Salary dependent upon qualifications. Resume to hr@fl-counties.com. EOE.

2007/2008 Directory

The new directory should be available July 15. It will be mailed to you automatically if you are a member. If you have not received your directory by July 31, please contact Carol Russell at (850) 222-9684 or crussell@flcities.com.

Dates to Remember:

August 16-19, 2007 – FLC Annual Conference, Orlando

October 7-10, 2007 – ICMA Annual Conference, Pittsburgh