Job Sites and Research Information of Assistance to MITs, Range Riders and ICMA/FCCMA Members

A Monthly Digest of Resources Prepared by Kurt Bressner, ICMA-CM, FCCMA/ICMA Range Rider, Florida

The following is summary listing of job sites. I may have missed a few so I can’t call this a complete list. If you know of another site, please let me know and I will add it to the list. In the meantime, if any of these sites are new to you, try them out. They all offer free access to job hunters. The resource has been expanded to include information on careers in non-profits, job-hunting techniques, age discrimination and web sites to research specific locations and states. The summary also includes links to Judy Belmont's excellent articles about gratitude and positivity; important components of dealing with transition. The summary now includes a link to ICMA's national database on recognized jurisdictions. A link to the Florida League of Cities Research and Resources Library has been added. Also, information about age discrimination in job searches has been added. The recent update of the guide includes some excellent financial management tools. This month, I have included some good job search resources via Twitter and a basic introduction to using Twitter and LinkedIn.

Information about Members in Transition (MIT) Programs

ICMA: ICMA members should consider registering for the ICMA MIT program. Benefits are listed here:


Since ICMA membership belongs to the individual, not the local government, it is important for members to contact ICMA whenever there is a change in employment status. E-mail membership@icma.org or call 202-962-3680.

FCCMA: FCCMA members should consider registering for the FCCMA MIT program. Benefits listed here: http://fccma.org/members-in-transition-support/
Information here also includes access to the Florida MIT Transition Guide and a full list of benefits. Click on the MIT – Transition Guide 2012 – pdf at this page to download this excellent guide.

If you are a member of both organizations, register at both ICMA and FCCMA as the benefits differ.

Is the local jurisdiction recognized by ICMA?

Follow this link for a national database maintained by ICMA: http://icma.org/en/icma/knowledge_network/help/people_and_places/ICMA_Recognized_Local_Governments

A description of the ICMA recognition process may be found here: http://icma.org/en/icma/about/overview/local_government_recognition

Important ICMA document links that may be of assistance to MITs.


This handbook contains useful information about the search process and has sample interview questions.

TIPS From ICMA MIT Calls - This is an ongoing compendium of information on job searches, coping with stress, unemployment, etc. as written by MITs from all over the US. ICMA periodically updates this document. http://icma.org/en/icma/knowledge_network/documents/kn/Document/2199/Tips_from Member_in_Transition/MIT Calls

ICMA Career Network - Includes resources available from ICMA http://icma.org/en/icma/career_network/home
Note: You must be an ICMA Member to access this page.
**Information about the Range Rider Program**

Florida is fortunate to have an active and engaged Range Rider Program to assist members. We currently have eight Range Riders in service to providing the following basic services:

As volunteers, Range Riders provide, at no cost:

- Career and employment counsel to members;
- Guidance and counsel to members regarding ethics questions or concerns;
- Assistance to cities and counties with the managerial form of government;
- Assistance to cities and counties that are considering adopting the managerial form of government;
- Assistance to civic groups regarding the managerial form of government; and
- Assistance to members-in-transition (MITs) with guidance and direction as they seek new opportunities in public administration.

Upon request by the governing body of the jurisdiction and upon verification of a manager/administrator vacancy, provide basic guidance and assistance. Services may include: outlining to elected officials the placement process based on ICMA guidelines, determine qualifications, compensation and position requirements, assistance to local staff with position advertisements, reviewing and recommending semi-finalist candidates based on position standards established by the governing body, providing assistance to the jurisdiction during the interview phase of the placement process. The governing body shall select finalists for interviews.

Background searches on candidates are not included in the services and should be conducted through qualified individuals or firms retained by the city or county.

Range Riders are not “consultants,” but serve as colleagues and counselors.

Information about the Florida Range Rider Program can be found at:
Information about ICMA’s Range Rider Program can be found at: 

All Florida Range Riders are members of ICMA and are appointed by both FCCMA and ICMA to meet the needs of members of both organizations.

Jobs Posting Web Sites

City and County Jobs

Strategic Government Resources (SGR) All positions: http://www.sgrjobs.com/

ICMA All Current Jobs


FCCMA Job Listings (All): http://fccma.org/jobs/

Florida Association of Counties Jobs Posted (All): http://www.fl-counties.com/government-jobs

National Association of Counties
http://www.naco.org/PROGRAMS/JOBSONLINE/Pages/default.aspx


Florida League of Cities - Datagram Job List
http://www.floridaleagueofcities.com/flcenews.aspx#classifiedAds

Georgia Local Government Access (GLGA), a joint effort of the Georgia Municipal Association and the Association County Commissioners of Georgia http://www.glga.org/

Careers in Government: [http://www.careersingovernment.com](http://www.careersingovernment.com)
Included good articles and other information. Also, they have an indexed listing of search firms here:

Government Jobs Web Site: [https://www.governmentjobs.com/index.cfm](https://www.governmentjobs.com/index.cfm)


GovJob.net Web Site: [http://www.govtjob.net/](http://www.govtjob.net/)


GovTempsUSA: [http://www.govtempsusa.com](http://www.govtempsusa.com)
A site devoted to matching up temporary or interim assignments.

**Search Firms Web Addresses for Current Position Searches**

Management Partners Incorporated [www.managementpartners.com](http://www.managementpartners.com)


Springsted [http://www.springsted.com](http://www.springsted.com)


Strategic Government Resources [https://www.governmentresource.com/](https://www.governmentresource.com/)
See the tab “Market Yourself” for some practical advice on job hunting.

The Waters Consulting Group  http://www.watersconsulting.com/

Brimeyer Fursman (Mainly in Midwest)  http://www.brimgroup.com/

Ralph Andersen & Associates  
http://www.ralphandersen.com/about_our_firm.html

Municipal Resources Inc. (New England)  
http://www.municipalresources.com/index.html

**Federal Jobs**

The official US Government website has a jobs portal of its own.  www.USA.gov

**Non-profit Industry sites**

www.idealist.org - the workhorse of non-profit job search

www.philanthropy.com/jobs/ - Chronicle of Philanthropy job site; lots of fundraising jobs, as well as executive level

www.foundationcenter.org/pnd/jobs/ - most of the jobs on Idealist are here, too - some different

www.indeed.com - another central place for many for-profit jobs
http://www.bridgespan.org/About/Bridgestar.aspx
- really different jobs! Search firms seem to post here.

http://www.dotorgjobs.com/ - part of on Philanthropy, on-line presence of Changing Our World; based in Washington, DC – re-launched May 08, so fewer jobs than most sites.

www.cgcareers.org - has fewer jobs, mostly repetitive, some difference
with major sites

http://www.cof.org Council on Foundations site with jobs at foundations all over US and some abroad www.socialservice.com/ - social service and social work jobs

www.execsearches.com – non-profit jobs, not a huge range

http://nonprofit.careerbuilder.com/ - CareerBuilder's non-profit job postings

www.thenonprofitnetwork.org/findjob.php - job board on a LA-based site that offers free and low cost resources for the nonprofit sector

www.snpo.org/nonprofitcareers/ - jobs board for Michigan-based Society of Non-Profit Organizations

www.citylimits.org – a local NYC publication focused on social change and community activism and jobs related to activist and social change.

www.philanthropyjournal.com – has national jobs especially North Carolina.

www.nonprofitjobmarket.org/ - non-profit jobs mainly Northeast and California

Source: Julia Erickson, Your “Right Fit” Job, 2009, page 59
http://julieannerickson.blogspot.com

Job Hunting Resources

Here is a link to CareeRealism: http://www.careerealism.com/

This site contains many short, excellent articles about job searching and other career advice. I periodically send out articles from this source.

If you have access to YouTube enter J.T. O'Donnell or Careerealism in the search area. There are a lot of very good, practical videos produced by Careerealism here. They may also be at the website.
The Issue of Age Discrimination in Job Searches

Regretfully, it exists. Here is a very insightful short blog by Arnie Fertig on the topic:

http://money.usnews.com/money/blogs/outside-voices-careers/2012/07/31/4-tips-for-older-job-seekers-facing-discrimination

I recommend looking at Mr. Fertig's other Blogs. There are columns on interviewing, social media, resumes and other important topics, all written in a concise, helpful manner.

http://money.usnews.com/topics/author/arnie_fertig/usnews

Here also is a link to his coaching site. There are some great resource articles here:
http://www.jobhuntercoach.com

Twitter and LinkedIn Resources

Basic Guides on How to Use Twitter for Job Searches: (Two good sources)
http://jobsearch.about.com/od/networkingsites/p/twitter.htm

http://mashable.com/2013/02/09/twitter-job-search/

LinkedIn Instructions – Basic Instructions and How to Effectively Use Groups for Job Searches
http://jobsearch.about.com/od/networking/a/linkedin2.htm

http://money.usnews.com/money/blogs/outside-voices-careers/2013/05/07/6-foolproof-ways-to-use-linked-in-groups-to-land-your-next-job

How to convert your LinkedIn Profile to a Resume
http://theundercoverrecruiter.com/how-convert-your-linkedin-profile-fine-looking-resume/
Twitter Sites of Possible Interest

Part 1: Job Search Resources and Job Lead Twitter Sites

Careers in Gov: @careersingov Careers in Government is an excellent Twitter site that has contemporary articles on the profession as well as specific job leads. This site is worth frequent visits.

Undercover Recruiter: @UndercoverRec Excellent site for many how-to articles on resumes, cover letters and interviewing.

InSoy Career: @InsoyCareer Another good site for how-to articles and resources related to job searches.

Recruiter.com: @RecruiterDotCom Twitter site that contains good resources and information on job searching tools and techniques.

Recruiter Tips: @Tips4Recruiters An excellent site for help on resumes, cover letters and interview tips.

BI Careers: @BI_Careers Twitter site of Business Insider Careers with good articles related to job searching strategies and help. Their web site is: http://www.businessinsider.com/careers

GovernmentJobs: @GovernmentJobs Twitter site of Government Jobs, a source of job leads nationally. Their web page is: https://beta.governmentjobs.com, which is a test site.

Government Jobs GA: @PublicSectorGA Twitter site for Georgia specific job leads. Part of GovernmentJobs network. There is no Florida-specific site.

Social-Hire Com: @Social_Hire Twitter site with very good, practical job search articles. Based in the UK, the site has very good resources. Here is the website: http://www.social-hire.com

Part 2: Government Association Twitter Sites

ICMA: @ICMA Official Twitter site of ICMA
Part 3: Twitter Sites that Provide Information and Articles of Interest

Alliance for Innovation: @TransformGov Twitter site for Alliance for Innovation

NACO: @NACoTweets Twitter site for National Association of Counties

FAC: @flcounties Twitter site of the Florida Association of Counties

NLC: @leagueofcities Official Twitter site for the National League of Cities

U.S. Mayors: @usmayors Official Twitter site of the U.S. Conference of Mayors. See also their web site for best practices: http://www.usmayors.org/bestpractices/ This is a good resource for interview information.

FL League of Cities: @FLCities Official Twitter site of the Florida League of Cities. See also their jobs datagram that is updated regularly. That link is provided elsewhere in this guide.

American Management Association: @AMAnet Good source of management articles and resources.

Governing Magazine: @GOVERNING

Forbes Magazine: @Forbes Twitter site for Forbes Magazine - good source of management and job search articles.

Fast Company: @FastCompany Twitter site of Fast Company Magazine - a good source of business help and job search articles.

Maria Popova: @brainpicker This is a very helpful and eclectic source of very interesting articles. You may find something here to help you prepare for an interview! Here’s the companion website: http://www.brainpickings.org
Pew Research Center: @pewresearch Twitter site with a very eclectic variety of current applied research. This is a good source for interview data.

GovTwit: @GovTwit A very good Twitter site for social media policy and practice information as well as links to other government Twitter sites of possible interest.

Inc: @Inc Twitter site of Inc Magazine. The site provides access to a wide variety of original articles from the magazine, many relate to career development, job change and job searches. Their web site is: http://www.inc.com

SGR: @StrategicGovt Twitter site for Strategic Government Resources. This is a good source of contemporary articles.

USA.gov: @USAgov Official Twitter site for the United States Government.

Steve Ressler: @govloop Official website of govloop that contains excellent contemporary information of open access government, social media and other technology information. This is a good site to stay current. The website is: http://www.govloop.com

Municipal Leader: @MunicipalLeader Twitter site of Municipal Leader with many very good articles about local government and issues. This is a very good source for articles pushed from many sources. It is a digital clipping service.

MuniNetGuide: @MuniNetGuide Twitter site for a finance information and research site. Good resources for all types of governmental finance issues. Their website is: http://www.muninetguide.com

Part 4: Twitter Sites That Offer Support and Encouragement

LifeHack: @lifehackorg This is a great site for a very eclectic variety of self-help articles. Their web page is at: http://www.lifehack.org
Tiny Buddha: @tinybuddha This is a very good self-help site for dealing with a wide variety of issues and conflicts.

Judith Belmont: @judybelmont Twitter site of a very good author who has prepared many excellent self-help articles. Her website is discussed elsewhere in this guide.

*Maintaining a positive and grateful attitude during your time of transition.*

Here are two great articles about the importance of being grateful and positive, especially in times of personal struggle:

The 10 Essential Habits of Grateful People


The 10 Essential Habits of Positive People


Judy Belmont, MS, LPC is a psychotherapist and national speaker on mental and emotional wellness. She is a member of the National Speakers Association and American Society for Journalists and Authors. She is a frequent media source on psychological and personal development issues, and is the co-author of the recently released "The Swiss Cheese Theory of Life." Judy's Emotional Wellness For Positive Living blog/website is www.judybelmont.com or http://belmontwellness.com, and she can be found on Facebook and Twitter @judybelmont. email at Judybelmont@emotionalwellnessforlife.com

*Financial Management During Transition and After*

*Money Talk News*

Here is a link to a rather eclectic source of practical cost-saving ideas.
There is also a helpful daily newsletter that you can subscribe to via e-mail. Currently, they are offering a very good report on 205 money saving ideas for free when you subscribe to the email newsletter. http://www.moneytalksnews.com/

Choose to Save

This is a Swiss Army Knife financial site drawing resources from many organizations and companies. Of particular value is their collection of financial calculators to help you analyze your current situation. http://www.choosetosave.org/calculators/

Resources for Candidates - Provided by Strategic Government Resources

These resource links are provided to assist candidates in conducting additional research on the communities in which various job opportunities are located. The links also provide valuable information on local cost of living and healthcare.

County Health Rankings - Applicants may use this link to evaluate public health victories and challenges prospective organizations face. The site may also help candidates grasp a deeper understanding of public health trends and local government’s role in contributing to a higher quality of life. Link: http://www.countyhealthrankings.org/

New York Times Interactive 2010 Census Map - Applicants may use this resource to browse general statistics related to population growth and decline, note changes in racial and ethnic concentrations, and examine patterns of housing development in any county within the United States. Link: http://projects.nytimes.com/census/2010/map?nl=todaysheadlines&emc=thab1

U.S. Census Bureau: State & County QuickFacts - This site provides a variety of summary information on demographics and population for any unit of government in the United States. Link: http://quickfacts.census.gov/qfd/states/00000.html
U.S. Department of Health & Human Services: Hospital Compare - This site reports outcomes and information from local hospitals that can be used to evaluate the quality of local health care available (allows detailed search by city). Link: [http://www.hospitalcompare.hhs.gov/%28X%281%29S%28bnnncy2452fr2wsjdvmlzj2e%29%29/hospital-search.aspx?AspxAutoDetectCookieSupport=1](http://www.hospitalcompare.hhs.gov/%28X%281%29S%28bnnncy2452fr2wsjdvmlzj2e%29%29/hospital-search.aspx?AspxAutoDetectCookieSupport=1)

City-Data.com - This site has collected and analyzed data from numerous sources to create profiles of all U.S. cities. Data includes demographics, cost of living, crime statistics, local news links, weather, hospitals, city guides, city and area population, and much more. Link: [http://www.city-data.com/](http://www.city-data.com/)

Zipskinny.com - Zipskinny is a website that allows you to enter your zip code to see United States Census data related to any city in the U.S. The power of this site is that it allows you to also compare neighboring zip code statistics, providing applicants with a snapshot of regional demographic data. Link: [http://www.zipskinny.com/](http://www.zipskinny.com/)

ACCRA Cost of Living Index - The ACCRA Cost of Living Index provides city-to-city comparisons of key consumer costs. Link: [http://www.coli.org/](http://www.coli.org/)

Federation of Tax Administrators - This site provides summary tables of major state taxes, including state income tax rates and state sales tax rates. Link: [http://www.taxadmin.org/fta/rate/tax_stru.html](http://www.taxadmin.org/fta/rate/tax_stru.html)


**Florida League of Cities Research and Resources Library**

This is a very helpful on-line database to obtain statistical summary data on Florida cities and towns. This may be helpful to evaluate whether to submit a resume or provide summary data before an interview. [www.floridaleagueofcities.com/ResearchMaterial.aspx](http://www.floridaleagueofcities.com/ResearchMaterial.aspx)
The Research and Resources Library includes innovative features such as information obtained from the first CityStats Survey. More than 80 percent of Florida municipalities participated in survey. The results formulated individual city profiles and helped calculate cumulative findings.

It includes a Find a Peer City search tool to easily identify cities with similar characteristics and functions. The library also offers resources on current topics such as civic education, economic development and ethics.

This database of research reports, best practices and city statistics is a comprehensive resource on municipal governance, services and projects in Florida.

For more information, contact Monica Beyrouti at (850) 222-9684 or mbeyrouti@flcities.com

This report was prepared to help you during transition and if you need other information or assistance, please call me, or any of the Florida Range Riders.

Summary Prepared By:
Kurt Bressner, ICMA-CM
FCCMA/ICMA Range Rider
Florida Range Rider Coordinator
kbressner@gmail.com
www.linkedin.com/in/kurtbressner
561-436-2328
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