



The MANAGER

FLORIDA CITY AND COUNTY MANAGEMENT ASSOCIATION
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Closing Out 2010 and Making a To Do List for 2011

By Lynn Tipton, Executive Director

Another year has raced by (I can hear the whooshing sound as it leaves)...my grandparents assured me that time really flies as you get older, and it is too true! I still have too many items on my 2010 list that aren't checked-off...time for a new year and a carry-over column. As part of that 'to-do' list, here are a few things I think members should know:

Beth Rawlins, our corporate liaison, has been working this year to develop Florida Business Watch, which is an organization of associations and companies who primarily do business with local government in Florida. One of the outcomes of her project has been a realization that we needed a document for you to use that references the ICMA Code of Ethics when you are asked about educating your citizens, local business owners/employees and others about local government issues. You were each sent this memo last week by e-mail – I hope it comes in handy as you continue to provide information on important issues. If you need this re-sent to you, please contact me, Lynn Lovallo or Carol Russell.

We have posted the Pension Reform white paper on the 'resource' section of the FCCMA web site – it is another product of your Legislative Committee (a subcommittee of city and county members worked on it for several weeks). Again, I know it will prove helpful in educating your legislative delegation and others about this important issue. Here is the link to the website: http://www.fccma.org/services/services_ir.asp. Click on FCCMA Pension Reform White Paper.

Remember your Range Riders: we have a very dedicated team of retired city and county managers to serve you at no cost. Range Riders are counselors, not consultants, and may act in a wonderfully neutral capacity on issues that impact your city and/or county. In case you missed the announcements (and you have your directory handy to make these changes), Eugene (Gene) Moody has recently retired, and Mark Durbin has become our newest at-large Range Rider – Mark recently retired as Kissimmee's longtime manager.

I want to encourage you to reach out to our members-in-transition...think about giving one or two a call, or better yet if your city or county has a project that needs a short-term consultant, please consider one of your colleagues for that assignment!

On a more humorous note to end the year: I'm still waiting for improvements to computer spell-check software that will help proof the difference in words like public and pubic (those puns come readily to mind so I won't repeat them) and manager and manger – (saw a reference the other day to a 'rural county manger' and the visual effect it brought to mind was pretty good!) - I do the 'search and replace' method when I'm proofing, but computer folks don't understand that there are vast differences in these words within our profession!

Here's to a healthy 2011 for each of you, and an improved Florida economy, smart legislators and smart citizens– enjoy your holidays!

FCCMA 2011 Winter Institute

This is the last chance to register for the FCCMA Winter Institute. Registration has opened up for all members and there are only a few spaces left. The cost for this event is \$200 for FCCMA Full Members and \$275 for nonmembers. The Winter Institute is capped at 90. Registration is available on a first-come, first-serve basis. It will be held at the Orlando Marriott Lake Mary at the room rate of \$125. The hotel reservation deadline is **January 3, 2011**. If you have any questions, contact Lynn Lovallo at llovallo@flcities.com.

FCCMA/TLG Conference

June 1 – 3, Clearwater Beach

Did you know that six Florida governments were selected to present case studies at the 2011 conference?

That's right Alachua County, Gainesville, Hillsborough County, Palm Bay, Sarasota County and Wellington were all selected as case study presentations for next year's conference. Here is a brief run down on what each will talk about:

Alachua County – Gemino! Multiplying your Local Effort

Alachua County's Land Conservation Program (Alachua County Forever) is well-known for its ability to leverage OPM... **Other People's Money**. To date, the County has leveraged two dollars of OPM for each dollar of local tax spent on the almost \$90 million in acquisitions. For the last few fiscal years, the County was also able to leverage \$1 million in stewardship costs--almost five dollars returned in OPM for every General Fund dollar invested. The County has taken advantage of the many available grants and works with federal, state and regional partners on mutual acquisition opportunities. [Read full description](#).

Gainesville - "Close the Gap"

A business approach using spatial analysis and social media to identify and empower voters in an annexation referendum

“Close the Gap” will provide an in-depth look at an innovative, highly successful, hands-on approach toward building public involvement and community consensus to achieve a desired outcome in a voter referendum on annexation. A previous attempt to annex this area was unsuccessful. This case study discusses the second attempt to annex this area into the city of Gainesville through voter referendum. [Read full description.](#)

Hillsborough County and Wellington (joined by Philadelphia) - Safe Neighborhoods – Building a Platform of Social Efficacy and Pride in Three Communities

This interactive case study presentation features three inspiring stories of transformation and creativity that is improving the quality of life and safety of neighborhoods in Hillsborough County, FL and the Cities of Philadelphia, PA and Wellington, FL. Participants will learn how these governments have significantly impacted their neighborhoods using collaboration and partnerships that has led to rapid implementation and the achievement of rapid results. Attendees of this session will participate in speed networking with each presenting community to orient themselves with the story behind each of the programs. Networking time is followed by in depth case study presentations for attendees to get a deeper understanding of the community of their choosing. [Read full description.](#)

Palm Bay - Open Sesame! An Innovative Approach to Opening Young Minds to Careers in Utilities

The water utilities industry suffers from an aging workforce that will soon retire - taking with it many years of experience and priceless knowledge specific to the municipal water/wastewater systems. In response to this national trend and the increased water demand that is expected in the state of Florida over the next decade, the City of Palm Bay (Florida) and Brevard (County) Public Schools initiated an innovative partnership to prepare local students to become future leaders in the utilities industry. In 2010, the Brevard (County) Public Schools launched the Environmental Studies – Water Resources Technology (ESWRT) Program at Heritage High School to encourage young minds to consider a career in utilities and provide them with access to job opportunities within the industry. [Read full description.](#)

Sarasota County - Challenges. Solutions. Innovations. The CSI Alliance: A New Look at Employee Engagement

We equate Florida’s west coast with balmy breezes, blinding quartz beaches and sherbet-hued sunsets. Who knew one county government was making serious waves in employee engagement? Unprecedented and difficult economic times have created a “new normal” for local governments. While the vast majority of us struggle to balance the service demands of citizens against budgetary realities, Sarasota County has deliberately charged into crucial conversations with employees, tackling head on such emotionally-laden topics as pay, benefits, workforce reductions and performance management. Together, they have “bucked the trend” of spiraling health care costs, created a progressive eWork program and developed methods to monitor difficult transitions throughout the organization. [Read full description.](#)

Your Florida colleagues are joined by case study presenting teams from 16 other governments from throughout the country and Canada. And don’t forget you will still have your favorite

FCCMA sessions to choose from such as the Ethics Session, Legislative Session and So You Want to Be a City/County Manager (See next month for more details).

Online registration is now open for the conference. Register at www.tlgconference.org.

2011-2012 Board of Directors' Elections

A letter was sent at the end of November to all full members for self-nomination for the position of Secretary-Treasurer and At-Large Director. If you are interested in filling one of those positions, please send your self-nomination to Lynn Lovallo at FCCMA, P.O. Box 1757, Tallahassee, FL 32302 by January 24, 2011. The District Elections for the odd-numbered districts are being held in their respective districts.

FCCMA Scholarship

The B. Harold Farmer Scholarship Brochure was mailed in mid-October. The scholarship is awarded to a student who demonstrates a strong commitment to pursuing a career in local government management, successfully balances both school and personal endeavors, understands the ICMA Code of Ethics and the council/manager form of government and can commit to promoting the subsequent year's Scholarship program.

The student must be enrolled during the summer or fall of 2011 and pursuing a public administration or related degree at a Florida-based university. For more information, contact Carol Russell at crussell@flcities.com.

The Emerging Leaders Scholarship Brochure was mailed last month. This scholarship is designed to allow public administration students and entry-level city and county management professionals interested in continuing their academic and professional development as professional public managers to attend the annual conference. The scholarship includes complimentary registration to the annual conference (value \$400), a reimbursable travel-expense stipend of up to \$600, and a one-year complimentary membership to the FCCMA. For more information contact Lynn Lovallo at llovallo@flcities.com.

2010-2011 FCCMA District Trainings

The following districts have confirmed dates and places for their district trainings. The cost for the district trainings is \$35 for half-day and \$50 for full-day. Please save these dates.

District VII—January 21, 2011, Gainesville

District VII—February 18, 2011, Tampa

District V—February 28, 2011, Dade/Broward Site TBD

District VI—March 10, 2011, SW Florida

District IV—March 11, 2011, Jupiter

District III—March 17, 2011, Kissimmee

“Financial Forecasting for Florida Local Governments: A Template for the Next Five Years” is the topic of the District VI Training on January 21 from 9:00 a.m. – 1:00 p.m. at the Ironwood Golf Course in Gainesville. Financial planning and forecasting may be the biggest challenge

facing Florida local governments today. Even the most adept administrator is struggling with how best to prepare his/her agency for the future. Ken Olson, Budget Officer, City of Jacksonville; and Paul Wunderlich, Director of Finance and Accounting for the Orange County Comptroller's Office, will identify the key numbers in a CAFR that you must be considering and offer a template on what each city should be doing during these challenging times to successfully prepare a financial plan over the next five years.

This training is also being held in Tampa on February 18 from 9:00 a.m. - 1:00 p.m. at the Hillsborough County Children's Services Center. The speakers are Kim Adams, Director of Finance, Largo; and Dennis Rogero, Budget Officer, Tampa.

For information on all the district trainings, email Carol Russell at crussell@flcities.com.

ICMA Awards

The following FCCMA members received their service awards at the ICMA Annual Conference held in San Jose, CA.

40 Years

Kim Leinbach, City Manager, Temple Terrace
Kenneth Parker, City Manager, Port Orange
Terrance Stewart, Town Manager, Fort Myers Beach

35 Years

Robert Bartolotta, City Manager, Sarasota
John Flint, City Manager, Weston
Ronald McLemore, Deputy City Manager, Daytona Beach
J. Scott Miller, City Manager, Leavenworth, KS
Frederick Nutt
Randall Reid, County Manager, Alachua County
Reid Silverboard, City Manager, Treasure Island

30 Years

Pamela Brangaccio, City Manager, New Smyrna Beach
George Brown, Deputy City Manager, Boca Raton
Ronald Ferris, City Manager, Palm Beach Gardens
Edwin Hunzeker, County Administrator, Manatee County
Barbara Lipscomb, City Manager, Casselberry
Jeffrey Miller, City Manager, Tamarac
William Neron, Economic Development Director, Tavares
Leo Ochs, County Manager, Collier County
William Underwood, Director of Financial Services, Oakland Park
Bonilyn Wilbanks, Town Administrator, Malabar

25 Years

Lee Feldman, City Manager, Palm Bay
Carl Harness, Deputy County Administrator, Pinellas County

The following cities were recognized for their exceptional commitment to integrating performance measurement into their management practices.

Certificate of Achievement

Maitland

Certificate of Excellence

Coral Springs
Miami-Dade County
Sarasota County

FCCMA Members-in-Transition

The following FCCMA members are currently in transition. Please take a minute to show your support by either emailing or phoning the MITs in your district. A phone call or an email can go a long way to help someone who is temporarily out of work.

You can also help if you have any job opportunities available in which one of our MITs may be qualified. With the current technology, the project could even be done from the MIT's home. FCCMA staff has many of their resumes. Please contact Carol Russell at crussell@flcities.com if you need a current resume for one of our MITs.

Also, please keep your FCCMA staff informed of any FCCMA members who may be eligible for MIT status. You can email Lynn Lovallo at llovallo@flcities.com or Carol Russell at crussell@flcities.com.

Roger Baltz

District VI
Former Manager of Charlotte County
(941) 743-2873
Rlbaltz60@hotmail.com

Barbara Barnes-Buchanan

District VI
Former Assistant City Manager of Bonita Springs
(239) 495-1926 (Home)
(239) 405-5280 (Cell)
b_barnesb@yahoo.com

Susan Boyer

District VIII
Former Manager of Crystal River
(352) 753-3392
sboyerhwood@aol.com

***Matthew D. Brock**

District III
Former Manager of Grant-Valkaria
(321) 507-5096
Mattbrock42@hotmail.com

Cory Carrier-Penton

District VIII
Former Manager of Polk City
corypenton@centurylink.net

James F. "Jim" Coleman

District VIII
Former Manager of Williston
(352) 750-5644
jfcoleman@embarqmail.com

Steven S. Crowell

District VI
Former Manager of North Port
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unrivaled@verizon.net

Kathleen Dailey Weiser

District VI
Former Assistant Manager of Punta Gorda
(941) 875-4195
Blueeyes523@hotmail.com

James Drumm

District VII
Former Manager of High Springs
(352) 226-6533
imgreatoz@aol.com

Kenneth Fields

District VI
Former Manager of Islamorada
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krfields@bellsouth.net

Richard Giroux

District VI
Former Manager of Wauchula
(863) 773-4863
Giroux61@hotmail.com

***Cynthia Hall**

District VIII
Former Manager of Lake County
(352) 589-1830
Hallcindy12@yahoo.com

Laura Hannah

District IV
Former Assistant Manager of Lake Worth
thedualgirl@gmail.com

Agatha Muse-Salters

District I
Former Manager of Midway
(850) 545-3092
museag@hotmail.com

Frederick C. Nutt

District VII
Former Division Director of Hillsborough
County
(813) 792-7811
Fred_libby@msn.com

Richard Reade

District III
Former Manager of Port Richey

Markae Rupp

District VIII
Former Administrator of Arcadia
(321) 258-5783
recmngt@yahoo.com

Donald Stillwell

District VI
Former Manager of Lee County
(239) 334-9301
DDStilwell@embarqmail.com

***William R. Whitson**

Former City Manager of East Ridge, Tn.
Home: (423) 521-3942
Cell: (386) 846-0687
wwwhitson@aol.com

Oel Wingo

District II
Former City Manager of Holly Hill
(386) 299-8755
owingo50@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. **Tory Bombard**, District VIII, Business Operations Manager-Finance, Lakeland, Affiliate Member; **Vincent Cummings**, District VI, Volunteer Intern to the Town Manager, Fort Myers Beach, Student Member; **Maureen “Moe” Freaney**, District VII, Assistant County Administrator, Pinellas County, full member; **James Mann**, District III, Master’s of Public Administration, University of Central Florida, student member; and **Yvonne Soler-McKinley**, District V, City Manager, Doral, full member.

Positions

City Manager — City of Holly Hill, Florida — (Population +/- 13,000). The City of Holly Hill seeks a proactive, visionary, team-oriented and resourceful City Manager with strong analytical, communications, and customer service skills. The ideal candidate will be honest, ethical, talented and creative with documented experience in local government management, administration and economic development issues, and a proven record of strong financial oversight. Should have at least five (5) years of progressively responsible experience as a manager or assistant in City/County government and ideally will have worked in a small coastal community. Florida experience is preferred but not required. A bachelor’s degree from an accredited college or university is required and ICMA credentialing is preferred. Residency is required unless the manager already lives within 30-miles of the City of Holly Hill. **About the City of Holly Hill, Florida: Government:** By Charter, the City of Holly Hill follows the Commission-Manager form of government with the City Manager reporting directly to the Mayor and four Commissioners each serving two-year terms. Holly Hill is a full-service municipality providing Police, Fire, Community Redevelopment, and Public Works; to include a water treatment facility (approved for 2.3mgd capacity) and wastewater treatment facility (approved for 2.4mgd capacity). The City currently employs ninety-nine full-time employees, many of which are represented by three labor unions. The City’s total budget is \$23,053,919, which includes the General Fund, Enterprise Funds (Water, Sewer, Stormwater and Solid Waste), a Community Redevelopment Area (CRA), and other minor funds. History: First settled in 1860, the City of Holly Hill has a long and rich cultural history. One of the first communities to be established in the area, the City was founded in 1880 and incorporated in 1901. During the 1950’s, Holly Hill was the preferred stopping place for tourists transiting the east coast via US-1, which runs north and south through the approximate center of the City. Today, Holly Hill is a suburban middle-class community of +/- 13,000, which also serves as the hub of light industry in east Volusia County. We take great pride on our traditional small town atmosphere and seek to preserve our identity and heritage as an integral part of the mosaic of unique communities that comprise the Halifax area. The Community: The City of Holly Hill is located in east central Florida on the banks of the beautiful Halifax River (Intra-Coastal Waterway). Our area is rich in history and outdoor recreation opportunities, such as fishing, boating, and world class golf courses. We are conveniently located within one-hour of Walt Disney World, the Kennedy Space Center, and many other famous attractions; and the City’s close proximity to the Daytona Beach resort area brings thousands of visitors to our area annually. The City of Holly Hill hosts some 80-acres of scenic parks and leisure amenities, and our scenic neighborhoods provide residents with a very high quality of life in a quiet hometown setting. In addition to being a great place for families, the City of Holly Hill enjoys a bustling commercial corridor with the largest concentration of light industry anywhere in Volusia County. Many business leaders relocating their enterprises to Holly Hill are drawn by our business friendly approach and the quality of our diverse workforce. **Compensation and Benefits Package:** The annual starting salary will not

exceed \$95,500.00. The successful candidate will serve a six-month at-will probationary period. Upon successful completion of the probationary period, the City of Holly Hill will offer an employment agreement providing for four (4) month severance in the event of termination under certain conditions. The benefits package will include vacation and sick leave accruals, plus normal government holidays, based upon the same schedule received by all non-union employees. Other benefits paid and/or provided by the City include participation in the Florida Retirement System (Senior Management Class) or a defined contribution plan, health insurance paid at 100% of the single rate of a plan selected by the City, and a life insurance policy equal to the annual salary. The compensation and benefits package are firm and will not be open for negotiation. **How to Apply:** The City of Holly Hill will accept resumes by mail, facsimile, or electronically at the following addresses: City of Holly Hill, Human Resources Manager, 1065 Ridgewood Avenue, Holly Hill, Florida 32117; Fax: (386) 248-9448; E-Mail: dcole@hollyhillfl.org. All resumes must be received by Human Resources no later than 5:00pm, Friday, January 14, 2011. Resumes and support documents will not be returned. Applicants will be required to sign a waiver authorizing an extensive background investigation, to include criminal/civil history, financial, military (if appropriate), residency, education, personal and professional references, former employers, media, social networking, internet search engines and databases, and other civil, professional, and criminal justice information systems and investigative sources available to the City of Holly Hill, Florida. Candidates should refrain from contacting members of the Holly Hill City Commission during the selection process. For additional information, please contact Human Resources Manager Diane Cole at 386-248-9440. The City of Holly Hill is an Equal Opportunity Employer and encourages minorities to apply. Under the Florida Public Records Act, all applications are subject to disclosure upon receipt. Veterans preference will be awarded under applicable state and federal law.

Senior G.I.S. Programmer Systems Analyst — Lake County — Salary: \$55,244 – \$88,379 annually. The Lake County Board of County Commissioners is seeking candidates for the position of Senior G.I.S. Programmer Systems Analyst. The position performs professional and technical work in the coordination and management of the County's Geographic Information Systems (GIS) software application programs and related systems with primary responsibility for the management of the SDE Geodatabase system. The position is responsible for managing the County Geodatabase and GIS software packages, performing GIS computer programming to develop applications to meet the business needs of clients, resolving software and hardware problems and providing professional customer service at all times. Position requires a focused problem solver with a proven background in ESRI products and GIS. Common tasks will include: Design and implementation of data layers (feature classes) within the Geodatabase; Setting up replication across multiple databases; Troubleshooting Geodatabase and other GIS software related issues; Testing new software releases as they are made available; Writing basic Python scripts for a variety of issues, most commonly scheduled maintenance tasks; Managing security of the Geodatabase; Working with ArcGIS server to maintain current map services and address locators; Originating Geospatial process improvements; Importing and mosaicking new Raster datasets; and Project management including attending meetings. Experience with ESRI ArcGIS systems including ArcCatalog and ArcMap is required. Experience with ArcGIS Server, ArcIMS, Python scripting and Citrix systems is a plus. Position would be heavily involved in the immediate time frame with upgrade from ESRI ArcGIS 9.3.1 to 10. Requires a Bachelor's Degree in Computer Engineering, Computer Science or a related field with seven years of related

experience. GIS Professional Certification is highly desired and required within on (1) year of employment. Additional information is available at www.lakecountyfl.gov.

Senior Program Specialist — Lake County — Salary: \$39,499 – \$63,1901.90 annually. The Lake County Board of County Commissioners is seeking candidates for the position of Senior Program Specialist to manage the Community Development Block Grant (CDBG) Programs for the Department of Economic Development and Community Services. The position performs professional and technical work in the coordination and management of the County’s Geographic Information Systems (GIS) software application programs and related systems. The position is responsible for supervising assigned staff, managing assigned budgets/grant-funded programs, planning and implementing programs, assisting citizens and community organizations, documenting activities and performing related administrative functions. Requires a Bachelor’s Degree in community development, urban planning, public administration, social services or a closely related field with four (4) years of progressively responsible related experience. Requires a valid Florida driver’s license. May require the ability to complete National Community Development Association CDBG Practitioners’ training or Florida Housing Coalition Income Eligibility and Housing Rehabilitation training within two years of employment. Additional information is available at www.lakecountyfl.gov.

Grants Writer — Town of Lake Park — Diverse Palm Beach County community seeking qualified individual to fill the position of Grants Writer. Under the general direction of the Town Manager, the purpose of the position is to perform specialized professional work involving researching grant opportunities, preparing grant applications and proposals, to enable the Town to attain its goals and objectives established from time to time by the Town Commission and the Town Manager. Bachelor’s degree from an accredited college or university in Public Administration, Communications, English, Business or related field and a minimum of three years of experience as a grants writer are required. Must have knowledge of federal, state, local and foundation grant application procedures, proven record of securing major grants, excellent writing, speaking and presentation skills, extensive experience in research funding opportunities, knowledge of the principles, concepts, methods and techniques associated with computers and on-line research methods, and the ability to establish and maintain effective relationships with department heads, funding agencies and private organizations. Salary \$49,857.50 to \$71,662.50 DOQ. Excellent Benefits. **Deadline: December 30, 2010 or until the position is closed.** **Submit current resume and completed Release of Information and Contact Information Form to Human Resources Department, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403.** Release of Information and Contact Information Form may be downloaded from the Employment Opportunities page at the Town’s website at www.lakeparkflorida.gov, and will not be accepted by fax or by email. Phone: 561-881-3300. **EOE.**

Assistant City Manager — Miami Beach, FL (90,000) — The City of Miami Beach is a full-service municipality located in Miami-Dade County and is home of “South Beach”. An island city of 7.1 square miles that separates Biscayne Bay from the Atlantic Ocean, Miami Beach has a year-round, local population of approximately 90,000. The population can reach 300,000 depending on local happenings and time of year, which creates a unique environment. Miami Beach is a vibrant, tropical, historic community, a true “24-hour” city, which creates an unparalleled municipal management experience. The City is seeking an innovative, experienced,

professional administrator to provide executive-level leadership and program direction. The Assistant City Manager analyzes, resolves, and makes recommendations concerning major issues affecting City operations. The Assistant City Manager works collaboratively with City's executive staff/Department Directors to develop and implement policy directives; coordinates interdepartmental initiatives; oversees functional responsibilities and provides critical analysis in identifying and implementing opportunities for organizational efficiencies. **REQUIREMENTS:** Bachelor's Degree in Public or Business Administration, or related field required; Master's Degree preferred. At least 7 years experience in Executive/Senior Management capacity in public/business administration required, as well as a career demonstrating progressively responsible leadership positions involving broad administrative, supervisory/management experience. Prefer experience in leading technical economic development negotiations; public/private partnerships; municipal construction/public works industry; and other operational areas. Position requires highly independent and empowered individual with strong work ethic and responsible, results-oriented personality. **PROCESS:** Position open until filled. Screening will be conducted on continuous. Salary: \$137,311.20 - \$221,772.98 (DOQ). For more information and to APPLY ONLINE, visit the City's website: <http://web.miamibeachfl.gov/hr/jobs.aspx>. EOE/AA/ADA/VET PREF

Building Director — City of Miami Beach, FL (90,000) — Salary Range: \$107,025.88 - \$172,857.88 plus benefits. This is highly responsible management and complex professional administrative work planning, organizing, staffing, directing, and controlling the activities of the City's Building Department. Emphasis of the work is on directing technical, administrative and clerical staff in the conducting of building inspections, the issuing of building permits, and the oversight of relevant codes. **Illustrative Examples of Duties:** Meets with Mayor and Commissioners, builders, engineers, architects, developers, attorneys, real estate agents, and the general public to hear code concerns to resolve complaints. Serves as Chair of the User's Group for the City Building Development Process information technology systems, serves as member of the Building Task Force and the City's Information Technology Steering Committee. Implements the City's Strategic Plan Initiatives that relate to the Building Department. Develops and presents policy recommendations to the City Manager and City Commission. Develops and implements initiatives within the department to improve customer service and enhance efficiency through improving processes, implementing technology, etc. Ensures compliance with the Florida Statutes, City Code etc. through reconciliation of building related revenues and expenditures. Assigns and reviews all non routine items to subordinates including budget preparation and monitoring, personnel actions, staff interviews, training, hardware and software needs, and office space planning. Reviews and approves memos, purchase orders, requests for time off, vacation, sick leave, and other administrative activities. Assigns staff to various special projects, as needed. Speaks at appropriate meetings on subjects such as building and zoning issues, clean streets, minimum housing, maintenance standards, noise abatement, and abandoned buildings and other appropriate issues. Develops ordinances, resolutions, and memos related to building codes for the City Commission. Performs related work as required. **Minimum Requirements:** Bachelor's degree in Public Administration, Business Administration, Engineering, or a related field. Progressive responsible governmental experience for at least 15 years, with five years in a senior management position. Extensive knowledge of governmental operations. Outstanding customer service skills and motivational skills. **Desires:** Masters degree in Public Administration, Business Administration, Engineering or related field. Excellent

communication skills. Proven track of accomplishments. **APPLY ONLINE AT:**
<http://web.miamibeachfl.gov/hr/jobs.aspx>.

Budget Officer — City of Miami Beach, FL — Salary Range: \$90,645.10 - \$146,396.90, plus benefits. This is advanced professional, financial work with considerable challenge in the preparation and maintenance of the City's operating and capital budget, and in the providing of budgetary analysis to the City Commission, City Manager, the Office of Budget and Performance Improvement (OBPI) Director and various City Department heads. An employee in this classification is responsible for the preparation and implementation of programmatically and fiscally sound operating and capital budgets for the City. Duties also include the analysis of departmental spending, budgetary control, automated position control, and making recommendations concerning the redistribution of funds. The incumbent exercises considerable initiative, judgment, and professional knowledge and expertise in fiscal, budgetary, and general management analysis. **Illustrative Examples of Duties:** Assimilates budget manual, calendar, and budget estimates for subsequent distribution to all departments during city-wide workshop which begins the annual process. Reviews proposed departmental work plans and budget requests upon receipt and recommends funding necessary to maintain current service level and address proposed enhancements based on preliminary certification of taxable value received from the Property Appraiser. Compiles city-wide proposed budget document for subsequent release and transmittal to the Commission upon direction of the Administration; advertises proposed budget; and sets public hearings in compliance with State of Florida Truth in Millage (TRIM) legislation. Attends budget hearings held in Commission chambers to adopt millages and budgets and ensures adopted budget is printed and released subsequent to its adoption by the Commission; Monitors General, Enterprise, Special Revenue, Internal Service, and Capital Project Fund revenues and expenses through an automated financial management system. Ensures proper code designation for purchase requisitions, and direct payments; Approves budget transfers; Authorizes requests to fill vacant positions through an automated position control system. Prepares agenda items for transmittal to City Commission. Submits quarterly reports as required by City Charter and recommends budget amendments as necessary to maintain fiscally sound and balanced budget as required by State Statutes and local laws. Facilitates deployment of the City strategic management model (“excellence model”) across all departments, including performance monitoring. Confers with external auditors at year-end closing and responds to inquiries regarding budget to actual fluctuations. Conducts operational audits/productivity reviews of agencies and/or work processes to improve productivity and refine departmental objectives. Performs related work as required. **Minimum Requirements:** Graduation from an accredited college or university with a degree in Finance, Accounting, Public Administration, Business Administration or equivalent, with masters degree preferred; bachelor’s degree with considerable experience in local government budgeting may substitute for a degree in Finance, Accounting, Public Administration, Business Administration or equivalent. A minimum of three (3) years experience in the preparation and implementation of local government budgets, experience with Florida Truth in Millage and budgeting requirements preferred. Experience in productivity analysis, performance management, and budgeting processes; experience with strategic planning and strategic management preferred. Familiarity with automated financial management systems, and performance based budgeting. **APPLY ONLINE AT:** **<http://web.miamibeachfl.gov/hr/jobs.aspx>**

Planning Director — City of Miami Beach, FL (90,000) — Salary Range: \$107,025.88 - \$172,857.88 plus benefits. This is a responsible management position overseeing the operations of the Planning Department, involving complex professional administrative work organizing, staffing, directing and controlling all activities of the department. Serves as chief of staff to the Planning Board, Board of Adjustment, Design Review Board and Historic Preservation Board. Responsible for preparation and interpretation of the City's Comprehensive Plan and Zoning Ordinance. **Illustrative Examples of Duties:** Manages the operations of the Department and supervises all staff. Serves as chief of staff to all development review boards. Makes presentations to the City Commission and community groups on planning and related issues. Interprets the Zoning Code and issues official interpretations. Develops goals and objectives for the City's long-range development and the Comprehensive Plan. Manages and participates in specific projects and studies. Drafts, coordinates the review, and recommends all text amendments to the Zoning Ordinance. Provides policy, direction and guidance on all current planning projects/studies. Reviews all public and private development projects for compliance with the Comprehensive Plans, Neighborhood Plans, and Zoning Ordinance. Reviews all staff reports for the Board of Adjustment, Planning Board, Design Review Board, Historic Preservation Board and City Commission (as applicable). Coordinates planning issues with other City Departments. Represents Department in meetings with developers and applicants regarding proposed projects. Responds to citizens and Commission inquiries and complaints regarding planning and development issues. Serves as mediator regarding disputes on zoning compliance. Develops Department budget and ensures that expenditures are kept within budget. Implements policies and procedures to improve efficiency of Department. Provides vision as to the future development of the City. Monitors and evaluates the performance of staff. Performs related tasks, as required. **Minimum Requirements:** Any combination of education and experience equivalent to graduation from an accredited college or university supplemented by a Master's degree in urban planning and considerable experience of fourteen (14) years in professional planning work, including eight (8) years experience in a supervisory capacity. Experience can substitute for education on a year for year basis. **APPLY ONLINE AT:** <http://web.miamibeachfl.gov/hr/jobs.aspx>.

HR Director — Osceola County — Osceola County (population 270,618), Florida is seeking a Human Resources Director to direct the planning, organization, and implementation of all Human Resources and Risk Management functions for the County. Incumbent performs highly complex, managerial and strategic work with responsibility for areas including, but not necessarily limited to, recruitment, training and assessment, classification and compensation, benefits, risk management and safety, employee and labor relations, and organizational development. Employees in this classification administer functions in compliance with broad policy guidelines, regulations and collective bargaining agreements. Incumbent exercises critical judgment and considerable initiative in administering the direction of Human Resources functions, however, may confer with the County Manager in unusual Human Resources or legal matters. Minimum requirements include a Bachelor's Degree in Human Resources or related field plus five (5) to seven (7) years progressively responsible experience in human resources work, to include two (2) to three (3) years experience in management capacity. To review the job description and apply please visit our website: www.osceola.org, only online applications are accepted. Minimum salary \$98,161.25.

Chief of Police — Quincy — Salary: \$65,000 - \$80,000. The City of Quincy, FL seeks a Police Chief who has a broad knowledge of modern police techniques, best practices in community policing, youth protection ordinance experience and the integration of telecommunications in tactical operations. Incumbent must understand concepts of administration and elements of effective supervision beyond routine duties – while serving under the direction of the City Manager. Incumbent will manage a department workforce of 26 sworn officers; and a support staff of 8 full-time and nine part-time employees. Incumbent will prepare and manage the department’s operating and capital budgets; and control expenditures of the appropriations. Must have the ability to represent the department in labor related issues, including collective bargaining negotiations, administration of labor agreements and grievance processing. Must possess strong leadership skills and manage the day-to-day operations of the department through department senior officers. Must have a master's degree in business or public administration, criminal justice, law enforcement, criminology or related field may substitute for one year of the required sworn experience. Salary commensurate with experience. Must reside in City of Quincy. City of Quincy Population: 7,600 residences. Submit letter of application, detailed resume with salary history, work related references and City of Quincy application to: Lauren S. Wright, Director, Human Resources & Risk Manager, City of Quincy, 404 W. Jefferson Street, Quincy, FL 32351. E-mail lwright@myquincy.net. Fax 1-866-780-7910. **Position open until filled.** For a complete position, community profile and job application contact Lauren Wright. **EOE.**

Finance Director —City of Titusville Fl (45,000) — Salary \$61,280-\$98,065. Reports to the Executive Director of Support Services. \$33.4 M operating General Fund. Requires a bachelor’s degree in business or Accounting + 10 years of progressively responsible experience in Finance, 5 years of which must include governmental Finance and 5 years of executive level supervisory and managerial experience. MBA or CPA preferred. Resume and cover letter to Human Resources , City of Titusville, 555 South Washington Avenue, Titusville, Fl. 32781. Open until filled. EOE

Dates to Remember:

January 21, 2011—District VII Training, Gainesville
February 2-4, 2011—FCCMA Winter Institute, Lake Mary
February 18, 2011—District VII Training, Tampa
February 28, 2011—District V, Dade/Broward Site TBD
March 10, 2011—District VI, SW Florida
March 11, 2011—District IV Training, Jupiter
March 17, 2011—District III, Kissimmee
June 1-3, 2011—FCCMA/TLG Conference, Clearwater