

4 **PINELLAS COUNTY, FLORIDA IS SEEKING A**

5
6 **COUNTY ADMINISTRATOR**

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8 *(COVER PHOTOS & Logo)*
9

10 **COMMUNITY**

11 Pinellas County, home to some of the most beautiful beaches in the country, is a peninsula
12 at the midpoint of the west coast of Florida, bordered by the Gulf of Mexico on the west
13 and by Tampa Bay on the east. While it is the second smallest county in land area, it is the
14 most densely populated county in the state with a permanent population of over 948,000.
15 Pinellas is well connected with regional access provided via Interstate 275, two
16 international airports, and the largest port in Florida. There are 24 incorporated
17 municipalities, including St. Petersburg, with a population of 249,000+, followed by the
18 county seat, Clearwater with nearly 110,000 residents. Although the area has a year-round
19 reputation as a tourist destination, Pinellas has the second largest base of manufacturing
20 employment in Florida and a diverse business climate with significant existing and targeted
21 industry clusters in aviation/aerospace; defense/national security; medical technologies;
22 financial services; and information technology. Notable employers include: Home
23 Shopping Network (HSNi), Nielsen Media Research, Jabil Circuit, Raymond James
24 Financial, Tech Data, Honeywell, Raytheon, Lockheed-Martin, ConMed Linvatec,
25 TransAmerica and Bausch & Lomb.

26
27 Professional sports fans have Major League Baseball's Tampa Bay Rays, the National
28 Football League's Tampa Bay Buccaneers, the National Hockey League's 2004 Stanley
29 Cup Champion Tampa Bay Lightning, and Arena Football's Tampa Bay Storm from which
30 to choose. The area is also known as baseball's spring training capital with nine teams
31 training within an hour's drive.
32

33 There are numerous cultural venues to attract residents and visitors to world class
34 museums, symphony performances, Broadway shows, rock concerts, and ballet and art
35 festivals. The Progress Energy Center for the Arts features a visual and performing arts
36 center in St. Petersburg, and the Salvador Dali Museum is home of the largest collection
37 of Dali's works outside Europe. Clearwater's Ruth Eckerd Hall: Richard Baumgardner
38 Center for the Performing Arts offers a wide array of cultural activities. There are rich
39 offerings at county and community parks including art shows, open air concerts and
40 Clearwater's Jazz Holiday, known as one of the South's premier jazz festivals. A host of
41 shows and activities for all ages are available at the local community theaters, professional
42 theaters and museums.

43
44 Over 5 million visitors come to enjoy the County's 35 miles of pristine, powdery white
45 beaches with an average of 244 sunny days annually. The County's Parks and Conservation
46 Resources Department maintains over 24 parks consisting of 4,000 acres of beaches, lakes,
47 and native habitat with playgrounds, learning centers for residents and visitors alike. The
48 area has three major golf courses and about 40 additional courses for year-round golf
49 lovers.

50
51 The County possesses quality public schools with a broad variety of educational options
52 including magnet programs, educational gifted programs, alternative schools, exceptional
53 schools, and workforce development programs. In addition, there are a number of private
54 and parochial schools in the area. Post-secondary education opportunities in the area
55 include the University of South Florida, with campuses in Tampa and St. Petersburg,
56 Eckerd College, and St. Petersburg College. Stetson University's College of Law is located
57 in Gulfport, and Pinellas County Vo-Tech and St. Petersburg VoTech provide students
58 with information technology, robotics/computer-aided technology and other vocational
59 training programs.

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Vision

- *To Be the Standard for Public Service in America.*
- *To be the standard for public service in America*
- *To achieve our vision we place the highest importance on:*
 - *Quality Service*
 - *Respectful Engagement*
 - *Responsible Resource Management*

Mission

Pinellas County Government is committed to progressive public policy, superior public service, courteous public contact, judicious exercise of authority, and responsible management of public resources to meet the needs and concerns of our citizens today and tomorrow.

Pinellas County Strategic Plan Goals

- *Create a Quality Workforce in a Positive, Supportive Org.*
- *Ensure Public Health, Safety, and Welfare*
- *Practice Superior Environmental Stewardship*
- *Foster Continual Economic Growth and Vitality*
- *Deliver First Class Services to the Public and Our Customers*

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COUNTY ORGANIZATION

Pinellas County is a Charter County of the State of Florida providing a full range of government services. Municipal services are provided to the unincorporated areas of the County within the Municipal Services Taxing District. The Board of County Commissioners is the legislative body for Pinellas County. Three Commissioners are elected at large but live in specific districts; four commissioners are elected from single-member districts. The Constitutional Officers of the County are the Clerk of the Circuit Court, Property Appraiser, Sheriff, Supervisor of Elections and Tax Collector.

Pinellas County's Unified Personnel System was established in 1975 by a special act of the Florida Legislature. The Unified Personnel System is composed of 11 different members or "Appointing Authorities." At the present time, the UPS has nearly 3,000 employees distributed into more than 600 job classifications. The Sheriff's Department is no longer included among the Appointing Authorities. The Unified Personnel System is operated by a Personnel Board consisting of seven members, each serving a two-year term. The Director of Human Resources is appointed by and serves at the discretion of the Board.

Pinellas County, with over 3,000 employees and a combined funds budget of \$2.2 billion, in FY2018, provides a full range of traditional county and municipal services. The Board of County Commissioners is the legislative body, and the Constitutional Officers of the County are the Clerk of the Circuit Court, Property Appraiser, Sheriff, Supervisor of Elections and Tax Collector. Each Appointing Authority oversees the management and supervision of functions under their areas of responsibility. The Board of County Commissioners appoints a County Administrator that is responsible for management and supervision of all functions and personnel under the Board of County Commissioners.

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Pinellas County Org. Chart

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COUNTY ADMINISTRATOR POSITION

The County Administrator is responsible for managing the administration and operation of all functional areas and administrative divisions under the Pinellas County Board of County Commissioners and is directly responsible for over 1800 County employees.

The County Administrator is also responsible for preparation of the County's overall budget, as well as for monitoring and tracking expenditures throughout the fiscal year.

The County Administrator is appointed by a majority vote of the Board of County Commissioners.

The functional areas and services that fall under the responsibility of the County Administrator include: a variety of internal services such as purchasing, Office of Technology and Innovation, Budget, Fleet and Risk Management. Other areas include Emergency Management, Animal Services, Emergency Medical, Regional 9-1-1, the Convention and Visitors Bureau, Airport, Building Services, Code Enforcement, Planning, Economic Development, and Development Review Services. Other County services that fall under the County Administrator are Parks & Conservation Resources, Public Works, Solid Waste, and Utilities.

QUALIFICATIONS AND EXPERIENCE

The ideal candidate will possess a Bachelor's Degree in public or business administration and 7 years of progressively responsible experience in municipal or county government. A Masters' Degree in public or business administration, or a related field is desired. Working for a similar sized municipal or county organization, or an organization of similar complexity, in an executive and management capacity is important and will be an advantage. A strong background in municipal budgeting, finance, and strategic planning is important. Candidates are to be appointed solely on the basis of their administrative qualifications.

COMPENSATION

A competitive starting salary based on the successful candidate's qualifications and experience will be offered, with the range extending from **\$165,547 to 258,357**. Pinellas County offers a comprehensive and outstanding array of employee benefits. The County participates in the Florida Retirement System (FRS) Both the County and employees make retirement contributions, with the employees' contribution set at 3% of gross salary. The County also offers an optional deferred compensation (IRS Section 457) plan, and provides Life Insurance, Short-Term Disability, Long-Term Disability, Group Health (choice of PPO or an HSA plan with employer account contributions), Prescription Drug Plan, Employee Assistance Program, Vision Care Program, and a choice of Dental Care Plans, either PPO utilizing any dental provider or a dental HMO. Paid Time Off includes 9 to 11 holidays per year, with three floating holidays, plus one

Personal Day per calendar year. Annual leave is provided for vacation, short-term illness, medical and dental appointments and personal emergencies. Florida does not have a state income tax. Visit <http://www.pinellascounty.org/hr/whatweoffer/> for Pinellas County's comprehensive and competitive array of employee benefits.

PRIORITIES AND CHALLENGES

The following list is representative of the challenges and priorities the new County Administrator will need to address within the first twelve to eighteen months on the job. This list was compiled after discussions with the Board of County Commissioners.

- Maintain the highest quality services despite incurring a significant decrease in FY18 revenues because of the Homestead adjustment
- Implement \$1B voter approved infrastructure improvements – *Penny for Pinellas*
- Support regional transportation projects (*TBX, BRT, Regional Transit Feasibility Plan*)
- Work on balancing the budget and achieving budget sustainability
- Continue to improve relations with Pinellas County's 24 Partners
- Affordable housing
- Staffing deficiencies and continued attrition
- Resource to recovery plan – deadline in 2024
- Hold regional conversations about water, transportation and other partnerships
- Continue to solicit input from citizens using a multitude of methods such as town hall meetings, social media alerts and surveys, etc.

CANDIDATE PROFILE

The following reflects the leadership and management style along with personal characteristics desired in the ideal candidate:

Possessing a record of exceptional leadership, self-confidence based on experience and knowledge, and unquestioned personal and professional ethics is highly desired. The new County Administrator must demonstrate an ability to effectively communicate with the Board of County Commissioners, Constitutional Officers, citizens, civic and business leaders, employees, and other city and county leaders throughout the region. Experience

in managing the many challenges faced by a growing community and in negotiating successfully on behalf of the Board of County Commissioners with other cities, developers, attorneys, business owners, vendors, and other government and nonprofit agencies is essential. Knowledge and experience in working with economic development policies and public incentives, and other tools will also be an advantage. The new County Administrator must have outstanding interpersonal skills and possess the self-confidence and wisdom to listen to other points of view without being offended. The ability to engage in frank and respectful discussions with members of the Board of County Commissioners, constitutional officers, citizens, and civic and business leaders while avoiding defensiveness is required. This position requires patience, good instincts, excellent judgement, and the ability to say “no” when necessary. The new County Administrator must be collaborative and have respect for community and organizational traditions, while at the same time, move the organization forward in a positive direction. The ideal candidate must empower and inspire employees to seek continuous improvement, and also be receptive to and embrace new technologies in an effort to promote innovation throughout the organization. The ability to remain neutral even in politically-charged situations is essential. Ideally, the new County Administrator will possess the capacity to build a strong and cohesive workforce, constantly seeking input for improving the organization, with an ability to inspire staff and encourage employee development. A County Administrator that believes in and practices transparency, can utilize humor in an appropriate manner, and approaches every initiative in a collaborative manner and with humility, and conducts their daily work exhibiting the highest levels of integrity will ensure long-term success for the Pinellas County organization and community.

APPLICATION & SELECTION PROCESS

Interested applicants should submit a cover letter and resume on-line at <https://springsted-waters.recruitmenthome.com/postings/1932>. This position is open until filled; **First review deadline is Wednesday, June 13, 2018.** Applications will be screened in relation to criteria provided in the recruitment brochure. The Board of County Commissioners will consider offering interviews to those candidates named as Finalists,

with reference checks, background checks, and academic verifications conducted after receiving candidates' permission. For more information, please contact Art Davis at adavis@springsted.com, or by calling 816-868-7042.

Pinellas County is an Equal Opportunity Employer (EOE) and values diversity at all levels of its workforce!

Confidentiality: under Florida's Public Records Act, information from your application is subject to public disclosure at any point in the recruitment process.

For more information about Pinellas County, visit the website at www.pinellascounty.org.

End of Brochure