Position in Brief
GovHR USA is pleased to announce the recruitment and selection process for an Assistant County Administrator for Pinellas County, Florida (pop. 970,600). This brochure provides background information on the County and its organization, as well as the requirements and expected qualifications for the position.

The Assistant County Administrator (ACA) position is part of the County Administrator’s executive leadership team with a current focus on overseeing the County’s major operating departments which include the Public Works, Utilities, Parks, and Solid Waste Departments. The County desires an individual whose approach to local government service delivery is customer focused through collaboration, teamwork and building peer relationships across the County. This individual must value best industry practices, innovation and the use of metrics and performance measures in decision making and have a strong drive for results. In addition to oversight of some of the large operating departments, this ACA will lead highly complex strategic initiatives and special projects often involving numerous stakeholders with the opportunity to participate in and influence regional level decision making. The individual must be a strategic thinker and consensus builder who brings strong leadership and communication skills, as well as experience in conducting negotiations, developing inter-governmental agreements, strategic planning and the ability to manage, communicate and implement the County’s vision, mission and purpose at all levels in the organization. This position will also require extensive external collaboration with diverse organizations which include the 24 municipalities within the County, and other state and local entities.

The County
Few places in the country can match the near perfect year-round weather of Pinellas County, making it an extraordinary place to live, work and vacation. Pinellas County is part of the Tampa-St. Petersburg-Clearwater SMSA with Clearwater serving as the county seat. St. Pete-Clearwater is the leading destination on the Gulf Coast, drawing more than 6.5 million overnight visitors in 2017.

From bustling nightlife, shopping and dining in its largest cities (St. Petersburg and Clearwater) to vast expanses of natural beauty, Pinellas County truly has something for everyone. For beach lovers, Pinellas County is home to 35 miles of beaches and dunes which comprise the county’s 11 barrier islands and provide important storm protection for the inland communities. The barrier islands and other natural areas are home to sea turtles, gopher tortoises, otters, wild turkeys, bobcats, alligators and coyotes.

Recreation and sports are a major attraction for Pinellas County. St. Petersburg is home to the professional baseball team the Tampa Bay Rays and Clearwater and Dunedin host spring training for the Philadelphia Phillies and Toronto Blue Jays respectively. Both passive and active recreation abounds with numerous golf courses, expansive trails for biking and hiking, camping, boating, fishing and many, many more recreational opportunities. For more information on Pinellas County, visit their website at www.pinellascounty.org.
The Organization
The County has approximately 5,400 employees of which over 2,200 report to the County Administrator. Pinellas County has a $2.5 billion budget and is governed by a seven-member elected Board. The County provides a full range of traditional County and municipal services. The Board of County Commissioners is the legislative body, and the County Administrator is responsible for the implementation of County policies. In addition to the County Commission, there are five Constitutional Officers who are elected to administer a specific function of County government, and the Board funds all or a portion of the operational budget of each. The Constitutional Officers are the Clerk of the Circuit Court, Property Appraiser, Sheriff, Supervisor of Elections and Tax Collector.

The County Administrator’s team is a large, complex team consisting of more than 30 departments and divisions that provide a range of services including human services, safety and emergency services, solid waste, transportation, public works, utilities, land use planning, real estate management, building inspections, airport, parks and conservation, environmental management, tourism and emergency management. The County provides services countywide but is also the full-service provider to almost 300,000 unincorporated residents and provides many contracted services to area municipalities. The county has a long tradition of regional planning and collaboration, a commitment to environmental stewardship and sustainability, financial stability and protection of over 20,000 acres of open space.

The County’s Organizational Chart:  http://www.pinellascounty.org/budget/GeneralOrgChart.pdf

The Role
As a key member of the County Administrator’s team, the Assistant County Administrator will manage several departments and divisions. The current configuration for the Assistant County Administrator is as follows, although it is subject to change:

OFFICE OF ASSET MANAGEMENT

PARKS & CONSERVATION RESOURCES
- Extension Services
- Florida Botanical Gardens
- Heritage Village
- Parks and Preserves

PUBLIC WORKS
- Air Quality
- Environmental Management
- Stormwater & Vegetation
- Transportation Solid Waste Sustainability & Resiliency

UTILITIES
- Water
- Sewer/Reclaimed Water

The successful candidate will have a strong administrative background managing large and diverse departments, staff supervision and development, fiscal management, including capital improvements planning, and public relations skills.
Opportunities and Challenges
The Assistant County Administrator can expect to work with the County Administrator, Deputy County Administrator/Chief of Staff and Assistant County Administrators, elected officials and other senior staff on a wide variety of projects within the county and regionally. Some of these efforts include:

Regional Growth and Partnerships: Pinellas County continues to grow and develop and is one of the most visited tourist destinations in the country. This growth, development and tourism provides opportunities and challenges on both a regional and local basis. Solutions to these issues are complex, regional and often require careful negotiations. The next Deputy County Administrator/Chief of Staff can expect to work closely with county officials and partners throughout the region to address issues related to transportation, development, tourism and emergency services.

Infrastructure Planning: On Nov. 7, 2017, voters chose to renew the Penny for Pinellas with nearly 83 percent support countywide. This has been in effect since 1990 and is dedicated to funding only long-term capital infrastructure projects. The recent approval provides a ten-year renewal (2020-2030). Pinellas County does not have any debt with the exception of debt related to utilities. This is a critical funding mechanism for the County’s infrastructure. The County has also embarked on an ambitious asset management program in conjunction with its continuous efforts to upgrade and maintain infrastructure.

Human Capital: The Pinellas County workforce is facing the same hiring challenges as local governments across the country. The need for career ladders, succession planning and attracting the best possible candidates for positions is essential. The City’s human resources function is governed by a board appointed by the County Commissioners. The county is currently refining a classification and compensation study for non-exempt employees and will embark on a study for exempt employees in the next year. The County does not have any unionized employees.
Candidate Qualification Criteria

The following education, experience, leadership and management criteria have been identified by Pinellas County as important skills and abilities for candidates to possess and demonstrate:

Minimum requirements: a Bachelor’s degree in public administration, public policy, business or related fields along with at least ten years of progressively responsible experience in local government or similar organization, with significant experience at a senior level interacting with elected officials and other stakeholder groups.

Highly Desirable: a Master’s degree in public administration, business administration or related fields, or other relevant certifications or licenses.

- Candidates must be comfortable working effectively in a fast-paced environment, with a record of handling a wide variety of projects at one time and with the ability to be nimble in changing course or direction.
- Candidates must demonstrate significant accomplishments in complex project management with the ability to interact with elected officials, senior staff, boards or commissions and community organizations in the development and implementation of project goals and objectives.
- Candidates must have strong analytical skills with the ability to examine programs, budgets and proposed policies for efficiency and effectiveness; candidates must approach local government with a desire to improve processes and procedures in a thoughtful way that inspires managers and other affected employees.
- Candidates must have strong financial and asset management skills including significant experience in capital improvements planning.
- Candidates must have strong supervisory skills with demonstrable experience in leading through subordinates, assigning projects with timelines and ultimate accountability for effective implementation.
- Candidates must have experience in leading in a customer service-driven organization that ensures responsiveness to its residents, businesses and other stakeholders.
- Candidates should have an entrepreneurial spirit, understanding and promoting the efficiencies gained through shared services, technology and other best practices can provide for various county programs and processes.
- Candidates must be strategic and “big picture” in his or her general approach yet have a willingness to learn and understand the county’s business operations.
- Candidates must demonstrate an approachable style, one that communicates effectively and with foresight and strategic planning in mind.
- Candidates must use sound judgment in decision making and in the conduct of their daily duties, serving as a role model for other employees.
**Compensation and How to Apply**

The Assistant County Administrator is appointed by the County Administrator. Starting salary range: $170,000 to $190,000 +/- DOQ, with an excellent benefit package - [http://www.pinellascounty.org/hr/benefits.htm](http://www.pinellascounty.org/hr/benefits.htm).

Submit résumé, cover letter, and contact information for five professional references by **June 12, 2020** online at [www.govhrusa.com/current-positions/recruitment](http://www.govhrusa.com/current-positions/recruitment) to the attention of Joellen J. Cademartori. Questions regarding the recruitment may be directed to Joellen J. Cademartori, CEO, GovHR USA at 847-380-3238.

Pinellas County is an Equal Opportunity Employer and values diversity.
It strongly encourages minorities and women to apply. It is also a drug-free workplace.