



ASSISTANT ADMINISTRATOR, MANAGEMENT AND BUDGET PINELLAS PARK, FLORIDA

MGT

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The City of Pinellas Park is actively recruiting for a foundational leader for the newly created position of Assistant Administrator of Management & Budget. The Assistant Administrator will play a pivotal role in ensuring continuity, stability, and ongoing enhancements to the City's financial and operational management functions.

This isn't just another government job; it's a unique chance to shape the financial future of a dynamic city, with the direct mentorship of the current Administrator.

THE LOCATION

The city offers an exceptional quality of life. Centrally located in Pinellas County, it provides easy access to nearby beach towns, vibrant urban centers like St. Petersburg and Tampa, and major transportation hubs. Residents enjoy short commute times, a strong sense of community, and access to numerous recreational amenities including parks, sports leagues, and cultural events. The city's commitment to ensuring all team members and the community are heard and included makes it a welcoming environment for individuals and families from all backgrounds.

For professionals, Pinellas Park presents a dynamic and supportive work environment. The local government is actively engaged in improving operational efficiency and public services, offering opportunities for meaningful contributions in areas like finance, public administration, infrastructure and others. The city's proximity to major economic centers enhances entertainment, dining and career mobility, while its emphasis on internal development and innovation fosters professional growth.

With a great mix of public and private sector employers, a collaborative civic culture, and a focus on continuous improvement, Pinellas Park stands out as a place where individuals can build rewarding careers while enjoying the benefits of a balanced and fulfilling lifestyle.

THE DEPARTMENT

The City of Pinellas Park's Office of Management and Budget (OMB) is located at City Hall and includes:

- Budget Administration
- Franchise Negotiations
- Business Consulting
- Internal Auditing services
- Financial Planning
- Performance Measurement Management

BUDGET ADMINISTRATION

The OMB prepares the City's annual budget including operations, capital, service, and specific targeted improvements in operations. This entails projecting all municipal revenues and working with all other City Departments in the development of their operating and capital budgets. In addition, OMB reviews and analyzes the existing budget relative to actual or estimated revenues, expenditures, etc. OMB, during the year, prepares required amendments to the current budget for the City to stay the course from a financial perspective.

FINANCIAL PLANNING

The OMB performs intermediate and long-range strategic planning for the City that often entails the preparation of revenue, expenditure/expense projections for future years. Further, the OMB analyzes past, present, and future financial trends, prepares various financial strategies, and prepares recommendations for the City Manager and Council.

FRANCHISE NEGOTIATIONS

OMB performs all franchise negotiations for services such as electric, gas, telecommunications, cable, etc. OMB conducts research past and current industrial and governmental franchise information, identifies the key franchise issues, negotiates these issues, prepares franchise documents, and presents the proposed franchise documents to the City Manager, City Council, and the public for their approval.

INTERNAL AUDITING

OMB performs various internal audits: revenue, compliance, operational, financial, and fraud. Revenue audits are often performed immediately prior to the beginning of new franchise negotiations. All audits are performed based on an approved audit calendar that is based on a risk assessment of all functions and activities performed by the city. Major emphasis is placed by the OMB in conducting their audits on accurate financial reporting, safeguarding municipal assets, improving operational efficiency and effectiveness, reducing operating costs, and both deterring and detecting fraud.

PERFORMANCE MEASUREMENT MANAGEMENT

OMB is responsible for coordinating the City's efforts concerning targeted improvements in performance for the city. This entails annually working with the departments to compare the City's existing performance measures relative to the performance measures published by the International City Manager's Association, other comparable Cities, private industry for adequacy. In addition, the OMB reviews, quarterly, all City targeted improvements relative to actual or historical operating results to determine and coordinate any required corrective actions.

THE POSITION

This key leadership role is responsible for planning, organizing, and overseeing the City's financial and operational management functions. The position serves as an internal consultant to improve internal controls and operational efficiency across various municipal services.

The Assistant Administrator will oversee the City's operating budget of 350 million dollars and a team of three including a Management & Budget Manager, Management & Budget Analyst and Sr. Staff Assistant. The position reports to the Administrator, Management & Budget.

KEY RESPONSIBILITIES

- Lead the preparation, ongoing management, and public presentation of the City's annual budget.
- Establish budget calendars, policies, and conduct strategy sessions and workshops.
- Analyze:
 - financial and operational performance
 - expenditures, revenues, and performance metrics and prepare budget amendments.
- Conduct internal audits including financial, compliance, and performance audits and present findings and recommendations, when appropriate.
- Collaborate with departments to enhance operational processes and internal controls.

REQUIRED COMPETENCIES

- Best practice experience in financial reporting and compliance.
- Strong understanding of municipal laws, regulations, operations and compliance.
- Expertise in accounting, budgeting, and auditing standards including Generally Accepted Government Auditing Standards (GAGAS) referred to as the "yellow book".
- Experience in government accounting is highly preferred
- Expertise in financial analysis, reporting, and internal controls.
- Excellent written, verbal and presentation communication skills.
- Leadership and team management capabilities.
- Proficiency in Microsoft Office applications (Excel, Word, Access, PowerPoint).



MINIMUM QUALIFICATIONS

- Bachelor's degree in business, accounting, or related field. MBA is preferred.
- Minimum 5 years of progressive professional experience in finance, auditing, or budgeting, including 3 years in a management role. Experience in local government is preferred.
- Preferred certifications include CPA, CIA, or CGFO
- Valid Florida driver's license or license from another state for transfer within 30 days of hire.
- Completion of National Incident Management System (NIMS) training within one year of hire.



CHALLENGES AND OPPORTUNITIES



Navigating Complex Tax and Funding Structures

This role requires strong expertise of various tax mechanisms (e.g., TIF) and compliance with rules around how specific funds can be spent, monitored and reported. This presents a challenge for new hires, especially those without prior government experience, to quickly grasp and manage complex financial frameworks.

Welcoming Nontraditional Talent

While prior government experience is valuable, there's openness to candidates from nontraditional backgrounds who bring fresh perspectives and a willingness to learn. This is an opportunity to diversify the talent pool and potentially introduce innovative approaches to public sector budgeting and operations.

Interdepartmental Collaboration

No matter how good communications are, there's always a need for better collaboration between departments, especially around capital improvement and City priorities. The challenge lies in fostering mutual understanding and teamwork across diverse operational units - such as administration, public safety, public works, community development, library and leisure services - each with their own unique priorities and needs.

Strategic Succession Planning

This new role, created as part of the City's succession planning and leadership development strategy, offers a high-performing Assistant Administrator a unique opportunity to shape the department's future, contribute to executive-level decisions, and grow within a supportive and well-resourced environment. The challenge will be to navigate organizational change, build trust, and establish credibility in this newly defined leadership position.

Driving Process and Technology Improvements

The department currently relies heavily on manual processes (Excel, Word), which can lead to errors and inefficiencies. This position will have an opportunity to lead the identification, selection and implementation of budgeting software and champion process improvements that enhance accuracy and transparency.

Balancing Technical Expertise with Interpersonal Fit

As an OMB leader, you'll be working closely with department heads across the organization, each with unique priorities and needs. The ideal candidate will bring a disciplined yet approachable demeanor, blending technical expertise with emotional intelligence to build trust, foster collaboration, and drive results.

Shaping a High-Impact Role in a Mid-Sized City

In contrast to the structured and often slow-moving nature of larger cities, this organization fosters a nimble, team-oriented culture where government operations are approached with a business mindset. Coupled with a competitive benefits package and a defined retirement plan, this opportunity is especially attractive to candidates seeking to make a meaningful difference, advance professionally, and secure long-term career stability.

OTHER IMPORTANT INFORMATION

Application Instruction and Deadline Date – Qualified candidates should apply online at <https://www.govhrusa.com/career-center/> and submit résumé, cover letter, responses to supplemental questions and contact information for four or more supervisory and/or professional references online by Monday, November 17, 2025. Confidential questions regarding this recruitment may be directed to: Joan Walko, MGT Senior Consultant, (410) 499-9586.

Salary range for the position is \$93,000 to \$142,000. Hiring range will be up to \$134,650 depending on qualifications. In addition, this executive level position will receive 401A benefits.

Relocation assistance is available for this position, which also includes an **annual automobile allowance** of \$900.

Florida Sunshine Laws – Please be aware that all aspects of this recruitment are open to public records requests throughout the process.

The city offers an exceptionally competitive **benefits package** including:

- **Paid Holidays & Personal Days**
 - Ten holidays and 3 personal days
 - Personal days are pro-rated for new employees throughout the year
- **Vacation**
 - Regular non-union employees accrue vacation monthly, based on years of service. Vacation for part-time employees is prorated based on scheduled work hours.
- **Sick Leave**
 - Regular, full-time employees are allowed 96 hours of sick leave annually
- **Other Types of Leave**
 - Bereavement and funeral leave
 - Family and Medical Leave
 - Jury Duty Leave
 - Military leave for members of the reserve or National Guard
 - Voting time
 - Parental Leave
- **Short and Long-Term Disability**
 - Eligible employees who are unable to work for medical reasons (not job related) may be granted up to six months of short-term disability leave at no additional cost to the employee
 - Long Term Disability - offered for 30-35 hour positions
- **Group Medical & Dental**
 - Available to all full-time and some part-time employees. Coverage is also available for purchase for eligible family members
 - Group dental plans that employees may purchase to cover themselves and family members
 - For more specifics, go to: [Group Health and Life Insurance Plan Summaries](#)
- **Life Insurance**
 - All full-time and some part-time employees are provided with no-cost life insurance equal to \$50,000. Employees may purchase additional coverage for themselves and family members.
- **Employee and Educational Assistance Programs**
 - Employee Assistance Program includes free short term professional counseling for employees and family members. All assistance remains confidential.
 - Educational Assistance Program is offered to all employees after one or more years of service.
- **Gym Access & Recreation Facilities**
 - Employees and accompanied family members have 24/7 access to a fully equipped work-out facility. Additionally, employees are provided with free membership in City recreational facilities and receive a City of Pinellas Park Library Card.
- **Defined Benefit Retirement Plan**
 - With additional 457 Deferred Compensation Plan option

The City of Pinellas Park is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, or any other protected status under applicable law.

Employment with the City of Pinellas Park is at-will and subject to the drug-free workplace policy.

Veteran's Preference is given according to Florida Law. Please answer the supplemental questions and attach a copy of your DD214 and service-related disability documentation (if applicable) to your application prior to the job posting closing date. If confidential information (E.g. social security number) appears on your form, please make a copy and redact only that information prior to submission.



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