

County Manager

Lee County, FL

(population 620,000)

THE COMMUNITY

Situated in Southwest Florida, Lee County is an 811 square mile metropolitan area nestled along the Gulf Coast of Florida. Rich in history, the county is known for its world-class fishing, championship golf, and 50 miles of white sand beaches along the Gulf of Mexico. Area temperatures range from an average of 83° F in the summer to 66° in the winter with 360 days of sunshine each year. Lee County is within 150 miles of Tampa, Miami, and Orlando. The mild weather, palm tree-lined boulevards and recreational opportunities ~including being home to the spring training facilities of the Boston Red Sox and the Minnesota Twins~ make this a highly desirable area to live and work.

Lee County consists of five incorporated municipalities: the cities of Cape Coral, Fort Myers, Bonita Springs, and Sanibel and the Town of Fort Myers Beach. The Lee County school system is one of the nation's largest school systems serving some 80,000 students in the county's 106 public schools including 14 charter schools. Fort Myers High School has been noted in *Newsweek* magazine's list of 100 best high schools three years in a row. There are 9 institutions of higher education offering Associate, Bachelor, Master Degrees as well as vocational and technical training including Florida Gulf Coast University, an accredited state university with an enrollment of 9,500 students and Edison State College, a community college with an enrollment of 10,000 students.

Southwest Florida International Airport is located in Lee County and consistently ranks among the 50 busiest airports in the nation. After operating at more than double its capacity, a \$438 M expansion project was concluded in 2005 resulting in three additional concourses holding 28 gates with the capability of a total 5 concourses and 65 gates. The airport services both domestic and international destinations.

DEMOGRAPHICS

Lee County's major employers include the Lee County School District (10,400); Lee Memorial Health System (8,700); Publix Supermarkets (4,200); and Lee County Government (2,600). Other major employers include Gartner, Chico's FAS, Inc., and the Bonita Bay Group.

Lee County's percentage of population by area is: Unincorporated Areas (53%); Cape Coral (27%); Fort Myers (11%); Bonita Springs (7%); Fort Myers Beach (1%); Sanibel (1%).

Lee County's percentage of population by age: 0-17 age group (20%); 18-34 age group (17%); 35-54 age group (25%); 55-64 age group (14%); 65 & Over age group (24%).

THE GOVERNMENT

Lee County, Florida is a political subdivision of the State of Florida governed by the State Constitution and general laws of the State of Florida. The county was founded in 1886 and became a Charter County effective January 1, 1997, upon the enactment of its voter approved County Charter.

The Board of County Commissioners is a five-member board that is the legislative and governing body of the county. Each County Commissioner is elected, at-large, for a four year term of office, and represents and resides in one of the five Commission Districts.

The group of commissioners comprises an individual tenure ranging from 3 to 21 years. While individually independent, they collectively set policy. It is the County Manager's responsibility to implement policy.

Other elected officials with whom the county commissioners interface, both ancillary and in some instances operationally, include the Clerk of the Court, Property Appraiser, Public Defender, Sheriff, Supervisor of Elections, State Attorney and Tax Collector.

CURRENT ISSUES

Lee County has a total budget of \$2.3 billion with current annual expenditures of \$1.1 billion. Based on the current conditions with the economy and the real estate market, Lee County has experienced an overall 37% decline in assessed property values in the last two years. About 25,000 homes are on the market, with many in foreclosure.

Declining revenues for the county has necessitated budget reductions; however, the county has been able to reduce the overall budget without negatively impacting the core level of services to the community. The Board has placed the county in a strong fiscal position due to its conservative stewardship of county funds, debts, and reserves that help manage decreasing revenues. The new County Manager will need to continue to analyze the current economic

situation and provide the Board with recommendations that will maintain a core level of services and meet the public's expectations.

THE POSITION

The Commissioners appoint a County Manager to serve under contract to the Board. The County Manager is directly responsible for administration and overall operations of the departments, divisions, and offices. These include but are not limited to:

County Administration, Human Services, Visitor & Convention Bureau, Community Development and Public Works (Transportation, Utilities, Solid Waste, Natural Resources, and Construction & Design), Purchasing, Public Resources, Administrative Services, Public Safety, Library, Parks & Recreation, Transit, Economic Development, Animal Services, County Lands, Smart Growth, and Sports Authority.

The County Manager's Responsibilities and Duties:

- Administer and carry out the directives and policies of the BoCC and secure the enforcement of all Orders, Resolutions, Ordinances and Regulations. Provide an annual report to the Board on the state of the county, the work of the previous year and any recommendations as to actions or programs necessary for the improvement of the county and the welfare of its residents.
- Provide the Board, or individual members thereof, upon request, with data, and advice and recommendations concerning operations.
- Prepare and submit an annual operating budget, a capital budget, and capital program. Including the establishment of schedules and procedures to be followed by all county departments, offices, and agencies in connection with the budget. Supervise and administer all phases of the budgetary process.
- Develop, install, and maintain centralized budgeting, personnel, legal, and purchasing procedures.
- Organize the work of the county departments pursuant to an administrative code. Review the departments, administration and operation of the county and make recommendations for reorganization if needed.
- Select, employ and supervise all personnel and fill all vacancies, positions or employment under the jurisdiction of the Board except County Attorney.
- Suspend, discharge or remove any employee under the jurisdiction of the Board pursuant to procedures adopted and set forth in the Lee County Employee Handbook.
- Negotiate leases, contracts, and other agreements, including consultant services, for the county subject to the approval of the Board and make recommendations concerning the nature and location of county improvements.
- Ensure that all terms and conditions in all leases, contracts and agreements are performed and notify the Board of any noted violation thereof.

THE IDEAL CANDIDATE

With a deep understanding and strong commitment to county government, the ideal candidate will have the expertise to provide executive level leadership that includes full oversight of the professional staff as they manage a comprehensive and diverse organization. In many situations, the candidate will be required to formulate options for Board consideration, along with a recommended option. Once the Board has agreed upon a course of action, the County Manager will implement the Board's decision.

The individual will have an assertive and positive approach in challenging staff in continuing to develop efficient and effective strategies. Creativity is important in this government entity and the willingness to implement new ideas or to apply technology solutions to streamline services is highly valued. The Board appreciates that not all innovations are viable; however, this should not impede attempts at developing progressive solutions where applicable.

The candidate will demonstrate strong interpersonal and communication skills. This position will require high-level and frequent interaction with the Board on a broad spectrum of issues; serving as the mortar for building policy application as brought forth by commission directive. The candidate will ensure that each and every Board member is informed on county issues. The candidate will also need to effectively communicate with the staff, the community, the media, and other governmental agencies.

The successful individual will need to establish trust and demonstrate integrity with the Board, the staff, and the community. The candidate will need to be a consensus builder with the ability to motivate staff, delegate responsibility, and hold staff accountable. The candidate will be a highly disciplined, organized professional with the ability to prioritize and handle multiple issues in this demanding and complex environment.

A pragmatic, assertive, and confident approach will be needed to address such issues as: fiscal responsibility, environmental concerns, smart growth initiatives, economic development, and county services to a demanding, discerning organization and community who's potential, as yet to be fully defined, holds promise for a bright and dynamic future.

THE QUALIFICATIONS

The ideal candidate will have a minimum of seven years of progressively responsible experience in public sector management and at least two years as a senior manager, preferably as a County Manager, Deputy County Manager, Assistant County Manager, or executive-level manager. A Bachelors degree from an accredited college or university, with a major in administration, management or a related field is required. A Masters degree is preferred.

COMPENSATION

The starting salary range is \$170,000 to \$220,000. Placement within the range will be based upon the experience, education, and qualifications of the selected candidate. The County provides a comprehensive benefits plan.

HOW TO APPLY

Email your resume to **RecruitTwo@cb-asso.com** by July 20th. Faxed/mailed resumes will not be considered. Direct questions to Colin Baenziger, Colin Baenziger & Associates, (561) 707-3537.

Please note, and be aware, that due to Florida Sunshine Laws, Colin Baenziger & Associates or Lee County Government may be requested and required to provide the names of the individuals being considered during this process.

SCHEDULE

Candidates will be screened between July 20th and August 17th. Interviews are anticipated to be held on September 10th and 11th with a selection made on September 11th.

OTHER IMPORTANT INFORMATION

For additional information about the County, go to: **<http://www.lee-county.com>**. The County is an Equal Opportunity Employer and encourages women, minorities, and veterans to apply. Under the Florida Public Records Act, all applications are subject to disclosure upon receipt. Veteran's preference will be awarded under applicable Florida law.