



Employment Opportunity-Assistant Financial Services Director CPA or CGFO is Required; Apply by November 24, 2014



Key Vista Nature Park

Welcome to Pasco County! Located on the Gulf of Mexico, Pasco County was created by the Florida State Legislature on June 2, 1887 when Hernando County was divided into three parts, separating Citrus County to the north and Pasco County to the south. It is centrally located on Florida's West Coast, about 30 miles north of Tampa and 50 miles west of Orlando. This unique location places Pasco County within both a nine-county region referred to as the Nature Coast, as well as the four-county Tampa-St. Petersburg-Clearwater Metropolitan Statistical Area. The County contains a total area of 868 square miles, of which approximately 747 square miles are land and the balance is water area. Pasco County's 475,502 permanent residents make it the twelfth most populous county in Florida with a 2013 population density of 636.64 residents per square land mile.

There are six incorporated municipalities within Pasco County comprising a total 2013 estimated population of 40,796. New Port Richey is the largest city in the County with a population of 14,868. Dade City, the County seat, is the third largest city with a population of 6,455. The remaining four municipalities include Port Richey, San Antonio, St. Leo, and Zephyrhills. Approximately 434,706 residents live within unincorporated Pasco County. For comparison purposes, this total would make unincorporated Pasco County the second largest city in the State of Florida and the 5th largest "Municipal" jurisdiction. Close to major cities, but far from the hustle and bustle, the area boasts 20 miles of shoreline to the west, hilly terrain to the east and more than 100,000 acres of pristine wilderness to explore in between. The County has more than 100 square miles of managed recreation facilities including parks, preserves, artificial reefs, golf courses, and a network of hiking and biking trails.

Tucked among the rolling hills of east Pasco County, Dade City offers a quaint “Old Florida” town, with a historic downtown square, unique specialty shops, restaurants, parks and trails. Pasco county has a strong pioneer heritage, showcased at the Pioneer Florida Museum. Known as one of the best antique shopping destinations in Florida, downtown Dade City draws visitors from around the state to visit its more than 50 shops and eclectic dining spots. The city has received numerous distinctions for its redevelopment efforts and community events. Each year, Dade City hosts dozens of community events, including the Kumquat Festival and the Country Christmas Stroll.

A quick turn off busy U.S. 19 in New Port Richey will reward you with another little bit of Old Florida. Nestled along the banks of the Pithlachascotee River, New Port Richey is the largest city in Pasco County and also features an historic downtown with shops, restaurants, and beautiful Spanish-revival architecture. Incorporated in 1924, New Port Richey was a magnet for the rich and famous in the Roaring 20s. Celebrities like Shirley Temple, Greta Garbo and Charlie Chaplin came to Florida for the great weather and glamorous parties in places like New Port Richey's Hacienda Hotel. A few, including Babe Ruth, Shirley Temple and Gloria Swanson, built homes there. Another treasure, the Richey Suncoast Theatre (built in 1926), has been restored to its glorious splendor and features excellent stage productions.

But not to be missed are the smaller gems of Pasco. Located at the southern-most end of west Pasco, Holiday has the distinction of being home to some of the area's most beautiful Gulf Coast parks, including Anclote Gulf Park, Anclote River Park, and the newly opened Eagle Point Park. At the northwest corner of Pasco County, Hudson is home to the popular Robert J. Strickland Memorial Park (also known as Hudson Beach) and a great spot to charter a boat for fishing, diving, or just sight-seeing. Surrounded by more than 100 glimmering lakes, Land O' Lakes in



Pasco County Court House



New-Port-Richey Street

central Pasco County blends laid back, country living with close proximity to the attractions and conveniences of the Tampa Bay area. Known as the "Little City by the River," Port Richey sits along the scenic Pithlachascotee River and boasts several great parks, including Waterfront Park, which as its name suggests offers access to the river via a fishing pier, along with biking and hiking trails, a playground and BBQ grills. Brasher Park sits on the Gulf of Mexico and offers a non-motorized boat launch, fishing and swimming.

Home to the world-renowned Rattlesnake Festival and situated on the shores of beautiful Lake Jovita, San Antonio is a small East Pasco community with deep roots, lots of history and several great local restaurants. Just east of Dade City on the shores of Lake Jovita sits a tiny town with a big history. St. Leo was founded in the late 1800s by Benedictine Monks and nuns, who built a monastery, a school, and a church, all of which still stand - in various forms - today. Saint Leo University was established in 1889 and reestablished in 1959 and hosts over 16,000 students annually. The University offers bachelor, master, and doctoral programs worldwide.

Located immediately off of I-75, about 25 miles north of Tampa, Wesley Chapel is one of Pasco's fastest-growing communities. The addition of new residents has brought many exciting new amenities to enjoy including excellent restaurants and several brand new hotels making it a great place to enjoy the finer things in life. Located just north of Tampa, Zephyrhills in eastern Pasco County is the City of Pure Water and the home of Sky Dive City, one of the world's premier drop zones, which attracts sky divers from around the globe. The City is a semi-rural community known for cattle ranches and citrus farms but also for its distinctive downtown, unique special events and outdoor activities.

History

Pasco County was created on June 2, 1887, from the southern third of Hernando County. The same legislation also created Citrus County from the northern third of Hernando County. The county was named for Samuel Pasco, who had just been elected to the United States Senate. Dade City was designated as the county seat.

As early as 1917, however, residents of the western part of the county proposed forming a separate county or merging

with Pinellas County, as Dade City was not centrally located in the county. The issue was finally resolved in the late 1970s with the construction of identical government centers in both Dade City and New Port Richey.

Oranges and other citrus crops were an important industry when the county was formed, although a decline followed a freeze in 1895. Several large sawmills operated in the county in the early part of the twentieth century. Florida has always been popular destination for people wishing to relocate. Initially it focused along the Gulf Coast but is now occurring most rapidly in areas north of Tampa. As such, Pasco County is a prime location as can be seen in the following table.

Table I: Pasco County Population

Census	Population
1940	13,981
1950	20,529
1960	36,785
1970	75,955
1980	193,643
1990	281,131
2000	344,785
2010	464,697

Source: U.S. Census Bureau

Demographics

According to the 2010 Census, the age distribution is as follows: 28% are under 25 years of age, 24% are between 25 and 45 years old, 27% are between 45 and 65, and the remaining 24% are over 65. The median age is 44 which is significantly above the national average of 37.2. The population is 88% Caucasian, 5% African American and the remainder is composed of "other". Hispanics of all races make up 12% of the population. 86% of the population over 25 years of age has a high school degree while 14% have bachelor's degrees. 91% of the county's populations were born in the United States and 27% were born in Florida. The median annual household income is \$43,787. 10% of all families live below the poverty line.

Table III: Temperatures and Precipitation in Nearby Pinellas County

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year
Average High °F	72	73	77	83	89	90	92	92	90	85	79	74	81
Average Low °F	54	56	60	65	72	76	77	77	75	70	65	56	67
Precipitation Inches	2.3	2.8	3.4	1.6	2.6	5.7	7.0	7.8	6.1	2.5	1.9	2.2	45.8

Source: Weatherbase

Geography and Climate

Pasco County has a humid, subtropical climate with a definite rainy season (June through September). The remainder of the year is relatively dry. While tropical storms occasionally affect the area, no significant hurricanes have struck the area in the past 50 years. See page 5 for location of Pasco County.

Commerce

Pasco County is a diverse and rapidly growing mix of communities with unique character, charm and opportunity for growth. Once a bedroom community for the rest of Tampa Bay, Pasco County is emerging as a thriving center for business and commerce. The excellent quality of life and supportive environment for business and industry has helped Pasco County become one of the top 40 fastest growing counties in the United States. Pasco County is outpacing the rest of the Florida in terms of new employers and employment opportunities and was recently named a “hot bed” for small business and entrepreneurial growth. Based on U.S. Census data for 2005 – 2009, Pasco County’s economy is reasonably well diversified with the principal sectors of employment being retail trade, healthcare/social assistance, and accommodations and food services. The County’s principal employers reflect a similar breakdown.

The following chart reflects the top non-governmental, non-retail employers in the County.

The most recently reported unemployment rate for the County was 6.5% (April 2014 – U.S. Bureau of Labor Statistics).

Pasco County Government

Pasco County government has been organized according to the Council – Administrator form of government since 1973. As such, the Board of County Commissioners (BCC) sets policy, adopts legislation, and approves the budget. The BCC appoints an administrator to conduct the day-to-day county business, to prepare the budget, to oversee department heads, and to recommend policy to the board.

The five members of the BCC are elected at large for staggered, four-year terms. To accomplish this, two Commission seats are up for election in one

Table III: Principal Employers, Pasco County, 2011

Employer	Field	# of Employees
HCA Healthcare	Healthcare	2,646
Florida Medical Center	Healthcare	1,193
Florida Hospital Zephyrhills	Healthcare	950
North Bay Hospital	Healthcare	873
Saint Leo University	Education	689
Florida Hospital Wesley Chapel	Healthcare	625
Saddlebrook Resort	Tourism	604
Pall Aeropower Corp.	Manufacturer	550
Dial America	Service	440
Southeast Personnel Leasing	Service	385
Southeast Personnel Leasing	Tourism	350

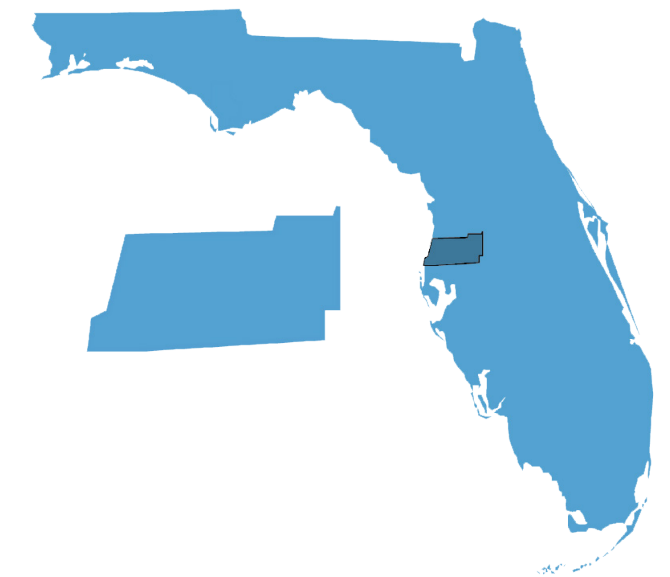
Source: Pasco County EDC

election cycle with the remaining three Commission seats up for election in a second election cycle two years later. The Chairman is elected annually by the members. Four the five current Commissioners have served multiple terms. The Sheriff oversees 1,319 employees, while the remaining 583 are distributed to departments under the following: Clerk & Comptroller, Property Appraiser, Tax Collector, and Supervisor of Elections.

The general fund budget for the Pasco County Government for FY 2013-14 is \$238,133,460 and the total budget is \$1,228,612,369. The County also provides all basic services for residents, including economic development, fire/rescue, police, code enforcement, planning (including building and zoning), roads, lighting, environment, health and human services, parks, judicial, animal services, indigent care, lighting, mosquito control, drainage, solid waste collection and disposal, and utilities (water and sewer).

The BCC is responsible for several appointments, one of which is a County Administrator to serve as the chief executive of the County and responsible for the day-to-day operations of county government. 2,026 of the 3,928 County's total employees work under the direction of the Board of County Commissioners. The Administrator serves at the pleasure of the Board. Assisting the County Administrator are five Assistant County Administrators, and department and division heads.

Figure I: Map of Pasco County



The BCC also appoints a County Attorney. The County Attorney provides legal services to the BCC, county departments and divisions, and independent county boards and commissions.

In addition to the BCC, other elected officials include the Judiciary, the State Attorney, the Public Defender, and five constitutional officers, which include the Clerk and Comptroller, Property Appraiser, Sheriff, Supervisor of Elections, and Tax Collector.

The District School Board of Pasco County is a completely separate local government agency not under control of the BCC. The District School Board is comprised of five individuals elected countywide. The Superintendent of Schools is a separately elected executive with the responsibility of operating the school system in accordance with Board policy.

Clerk & Comptroller

The Clerk & Comptroller is one of five constitutional officers and is elected during presidential years. Responsibilities include three main areas: Courts, Records, and Finances. The Executive Team consists of the Chief Operations Officer, Chief Administrative Officer, and Division Directors. Divisions include Criminal Court Services, Civil Court Services, Records, Financial Services, Human Resources, Budgets, Information Technology, and Strategic Enterprise. The Office also contains an Inspector General Division. The Clerk & Comptroller's office has 339 employees and seven office locations, three in Dade City, three in New Port Richey, and one in Land O'Lakes.

The Court Services Divisions manage civil and criminal court activity for the 20 judges assigned to Pasco under the Sixth Judicial Circuit. Court is in session daily, including holidays, and fees and fines are collected daily. Evidence collection and related activities also occur daily. Over \$73 million are collected annually.

The Records Division has five departments: Official Records, Board Records, Court Records, Micrographic Records, and Archived Records. Duties include clerking all official meetings, performing marriage ceremonies, issuing passports, and maintaining all files.

The Financial Services Division maintains accounting systems for the Board and the Clerk & Comptroller operations and manages the creation of the County's Comprehensive Annual Financial Report (CAFR). There are 31 employees to assist with fiscal management and accounting controls. Responsibilities include vendor payment management, general ledger system maintenance, accounts payables, grants monitoring, contract compliance, and treasury management. The division prepares routine and ad hoc accounting reports for the County and the Clerk & Comptroller. Payroll is maintained in the Clerk & Comptroller's Human Resources Division. The division oversees the County's investment portfolio, which exceeds \$780 million. Debt Management compliance and assistance with new debt issuance is also a function of this division.

The Clerk & Comptroller, Paula S. O'Neil, Ph.D., is on her second term and has completed six years as an elected official. Government Finance Officers Association (GFOA) has awarded the Certificate of Achievement for Excellence in Financial Reporting to the County for the last 30 years and the Distinguished Budget Presentation Award for the last 3 years. The office has been recognized with many other awards, as well.

Opportunities and Challenges

The County is in good financial condition and the Clerk & Comptroller's Division of Financial Services is award-winning. Its employees are very capable technically and are committed to the Office's overall success. The goal will be to build on the excellence that is already there, while critically reviewing process and operations to determine where improvements can be made.

The Clerk & Comptroller's Office is in the final stages of replacing its financial software package with Tyler's Munis Financial Systems. Implementation by early 2015 is anticipated and the new Assistant Director will be involved in the final stages of the change.

Building positive working relationships within the Clerk & Comptroller's Office and with County departments is essential to the success of the new Assistant Director in order to achieve the organizational goals. A positive attitude is required and there is no room for the blame game.

The Ideal Candidate

The Clerk & Controller is seeking a bright, proactive, dynamic, and thoughtful financial professional – a strong manager. It is important that the individual have strong governmental accounting skills.

The Assistant Director will possess outstanding people and communication skills and be able to explain complex concepts to everyone, including senior decision makers and citizens. Most importantly, the Assistant Director will use those skills to keep both those he/she reports to and those who report to him/her fully informed.

The Assistant Financial Services Director acts as the primary support to the Director of Financial Services (Director) in the financial administration of the organization's policies and procedures. He/she will



Kayaks-Colleen Braun

assists in directing and coordinating activities of the Division using governmental accounting principles and in establishing financial policies. He/she will be a strong manager, someone who will be recognized as understanding, fair, and even-handed. He/she will set reasonable goals and objectives and then hold the staff accountable for their actions and results. The individual will be a mentor, believe in life-long learning and work hard to assist the staff in becoming all that they can be. The Assistant Director will not be a micromanager, but will know and understand what is happening within the department and be ready to answer questions without constantly checking with staff.

The Assistant Director assists in the preparation of the year end Comprehensive Annual Financial Report (CAFR), prepares audit schedules and comments, performs computations to monitor coverage requirements on bond indentures, and prepares financial forecasts/projections to be used in preparation of the annual budget. He/she should be very familiar with generally accepted accounting standards (GAAP) and GASB pronouncements.

The next Assistant Director will understand the importance of process, but also understand these processes need to be as efficient and effective as possible. Willingness to challenge established thinking is critical. In fact, he/she will thrive in a fast paced and ever-changing environment. As such, the ideal candidate must be energetic, motivated, and able to multitask.

A Certified Public Accountant (C.P.A.) license and/or CGFO designation is required. The position requires a Bachelor's degree in Accounting, Finance, Business, Economics, or related field. A Master's Degree is preferred. Additionally, applicants must possess five (5) years of progressively responsible experience in government accounting, fiscal management, public accounting, and/or governmental audit, three (3) of which must have been at supervisory level. A comparable amount of training and/or experience may be substituted for the minimum qualifications.

Compensation

The starting salary range is projected to be around \$85,000 DOQ with a generous benefit package. The County participates in the Florida Retirement System.

Confidentiality

Under Florida's public records act, once an application is submitted, it is deemed a public record. As a practical matter, we generally are not asked to divulge applicant names until after the closing date.

How to Apply

E-mail your resume to Recruit32@cb-asso.com by November 24, 2014. Submissions by regular mail or facsimile will not be considered. Questions should be directed to Merv Timberlake of Colin Baenziger & Associates at (561) 289-7641.

Process

Applications will be screened between November 25nd and early December. Finalists will be selected on December 22nd and interviews will be held during the week of January 2015 with a selection shortly thereafter.

Other Important Information

Pasco County is an Equal Opportunity Employer and encourages minorities and women to apply. The County values its small town and country feel and is committed to serving its residents, visitors, businesses, and customers. A veteran's preference will be awarded as applicable under Florida Statutes.

COLIN BAENZIGER  ASSOCIATES
EXECUTIVE RECRUITING