

CITRUS COUNTY, FLORIDA

*invites your interest in the
position of*

COUNTY ADMINISTRATOR

CITRUS COUNTY – THE COMMUNITY

Located on the beautiful Gulf Coast of Central Florida about 75 miles north of Tampa, Citrus County is home to over 140,000 residents. Citrus County has a landmass of 773 miles; of which 582 square miles is land and 192 square miles is water.

Citrus County embraces 4 distinct down town areas:

- **Crystal River** – a waterfront community with old town charm and internationally recognized manatee-watching opportunities.
- **Homosassa** – historic fishing village ambiance with river-living lifestyle.
- **Floral City** – Citrus County's smallest town with historical elegance, Historic Register homes and a growing artist colony.
- **Inverness** – the county seat of Citrus County and hub for special events, culture and activity.

Citrus County has two incorporated cities; Crystal River and Inverness. Other unincorporated communities include:

- Beverly Hills
- Black Diamond
- Chassahowitzka
- Citrus Hills
- Citrus Springs
- Floral City
- Hernando
- Holder
- Homosassa Springs
- Homosassa
- Inverness Highlands North
- Inverness Highlands South
- Lecanto
- Meadowcrest
- Oak Grove
- Pine Ridge
- Pineola
- Red Level
- Sugarmill Woods

Citrus County was created in 1887 and was formerly part of Hernando County. It was named for the County's citrus trees. The County's citrus production dramatically declined after the "Big Freeze" of 1894-1895; however, Citrus production remains a viable industry in the County.

Phosphate mining also played a major part in the history of the County until the end of WWII. In the 1960s, Citrus County began to develop and housing developments such as Beverly Hills started to dominate the County.

Citrus County is home to some of Florida's most beautiful natural attractions including Three Sisters Springs, a world-renowned manatee haven and Ellie Schiller Homosassa Springs Wildlife State Park, which attracts more than a quarter-million visitors each year. Citrus County also boasts many award-winning golf courses and locally owned seafood restaurants.

A growing business community, a top rated school system, and small town charm draped across some of the most beautiful natural backdrops all contribute to the high quality of life experienced by residents of Citrus County. An extensive park system provides a large variety of activities for all ages, while a proactive Sheriff's department boasts some of the lowest crime rates in the state.

The Citrus County School District is the public school district for Citrus County, Florida. The district serves the cities of Crystal River and Inverness and communities such as Beverly Hills, Citrus Springs, Floral City, Hernando, Holder, Homosassa, and Lecanto. The district includes eleven elementary schools, four middle schools, four high schools, and two alternative schools.

Citrus County owns and is served by two local public airports; Crystal River Airport and Inverness Airport. Crystal River airport is located three miles southeast of the central business district of Crystal River. Inverness Airport is located southeast of the central business district of Inverness and contains an aviation unit of the Citrus County Sheriff's Office.

With a calendar overflowing with a variety of community events, Citrus County offers something for everyone. The rich historical culture and variety of shops, water recreation, golfing, and dining experiences, make Citrus County one of the most enjoyable places on the west coast.

For more information on Citrus County, visit:

<http://www.bocc.citrus.fl.us>

THE GOVERNMENT OF CITRUS COUNTY AND THE POSITION

The Board of County Commissioners is comprised of five members, representing five districts, who are elected to four year terms. Citrus County operates under a Commission-Administrator form of government since 1980. The five Commissioners serve as the Board of County Commissioners (board of directors) for the County and are responsible for establishing County policies and procedures. The Commissioners appoint the County Administrator as the County's Chief Executive Officer and they appoint the County Attorney as the County's legal advisor.

The County Administrator is responsible for implementing the policies set by the Board of County Commissioners and for the day-to-day operation of the County Government; the departments and divisions of the County report to the County Administrator. To that end, the administrator has the following specific powers and duties to:

1. Administer and carry out the directives and policies of the Board of County Commissioners and to enforce all orders, resolutions, ordinances and regulations of the board to assure that they are faithfully executed;
2. Report to the Board on action taken pursuant to any directive or policy within the time set by the Board and 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 the administrator deems necessary for the improvement of the County and the welfare of its residents;
3. Provide the Board, or individual members thereof upon request, with data or information concerning County government and to provide advice and recommendations on County government operations to the Board;
4. Prepare and submit to the Board of County Commissioners for its consideration and adoption an annual operating budget, a capital budget, and a capital program;
5. Establish the schedules and procedures to be followed by all County departments, offices and agencies in connection with the budget, and supervise and administer all phases of the budgetary process;
6. Prepare and submit to the Board, after the end of each fiscal year, a complete report on the finances and administrative activities of the County for the preceding year and submit recommendations;
7. Supervise the care and custody of all County property;
8. Recommend to the Board a current position, classification and pay plan for all positions in County service;
9. Develop, install and maintain centralized budgeting, personnel, legal and purchasing procedures;
10. Organize the work of the County departments subject to an administrative code developed by the administrator and adopted by the Board, and review the departments, administration and operation of the County and make recommendations pertaining thereto for reorganization by the Board;

11. Select, employ and supervise all personnel and fill all vacancies, positions or employment under the jurisdiction of the Board except the County Attorney and all employees hired within the office of the county attorney; provided, however, the employment of all department directors shall require confirmation by the Board of County Commissioners;
12. Suspend, discharge or remove any employee under the jurisdiction of the Board pursuant to procedures adopted by the Board;
13. 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;
14. See that all terms and conditions in all leases, contracts and agreements are performed and notify the Board of any noted violations thereof;
15. Order, upon advising the Board, any agency under the administrator's jurisdiction as specified in the administrative code, to undertake any tasks for any other agency on a temporary basis if the administrator deems it necessary for the proper and efficient administration of the County government to do so;
16. Attend all meetings of the Board and be authorized to participate in the discussion of any matter;
17. Perform such other duties as may be required of the administrator by the Board of County Commissioners.

ABOUT THE CANDIDATE

The County Administrator of Citrus County will possess a Bachelor's degree in Public Administration or a related area with at least five years' experience in county or mid-sized municipal government in the State of Florida in an executive position preferred; a Master's degree is preferred. Applicants with extensive experience as an administrator, deputy or assistant administrator in local government preferred. Five years' of private business ownership or in a Senior Executive private sector position with experience related to performance management, benchmarking, strategic planning, financial and budget skill preferred. Current membership in ICMA is desirable. Further, a working knowledge of County or public Port Authority will be a plus. The Board of County Commissioners will consider a satisfactory equivalent combination of education and experience.

The Board is looking for someone who will represent the County, maintain an open door policy, enjoy community involvement and will become well known in the community. The successful candidate will be a leader who is inspirational, has a good sense of humor, out-going and a sincere commitment to diversity. He/she will have a high degree of integrity and honesty while being an excellent communicator that listens as well as speaks. The Board expects the County Administrator to keep them, all the Board Members, equally informed with unfiltered information.

THE IDEAL CANDIDATE

In evaluating applicants for this position the Board will be looking for candidates who have the following characteristics and competencies:

- Must be politically astute without being politically involved.
- Must be professional yet have a “thick skin.”
- Well-versed with a working knowledge of Finance and Budgeting
- Hands-on and practical knowledge of public safety services including Fire Rescue.
- Hands-on and practical knowledge of government owned Utilities and Sanitation services, including water quality knowledge.
- A demonstrated knowledge of Economic Development.
- As Citrus County is a year-round Tourism destination for many, the ideal candidate will have working knowledge of Nature and Heritage Based tourism promotion and an understanding of VISIT FLORIDA.
- A good grasp of Redevelopment and Community Redevelopment Agencies.
- A demonstrated understanding of Tax Increment Financing.
- Knowledge and understanding of Federal Emergency Management Agency (FEMA) disaster preparedness and disaster recovery policies and procedures.
- A demonstrated ability to successfully work with other legislative bodies, elected and appointed officials; Municipal, State and Federal.
- Ability to communicate effectively, both verbally and in writing, and to prepare accurate and concise reports and letters.
- Administrative management skills to work independently.
- Ability to develop short and long term capital improvement plans, projects and budgets.
- Ability to perform other reasonably related duties as assigned by the Board of County Commissioners.

RESIDENCY

The County Administrator will be required to live within Citrus County.

COMPENSATION AND BENEFITS

The salary range for the position is \$140,000 to \$165,000 annually. The Board of County Commissioners is committed to a starting salary that will be market competitive, depending on the experience and qualifications of the selected individual. In addition, the Board expects to provide an excellent fringe benefit package to the successful candidate. Reasonable relocation expenses will also be negotiable with the successful candidate.

HOW TO APPLY

For additional information on this outstanding opportunity, please contact W. D. Higginbotham, Jr., Senior Vice President, The Mercer Group, Inc. at 727-214-8673, WDHiggin@mercergroupinc.com

A letter of interest and resume should be sent electronically by the close of business, November 21, 2014 to:

**W. D. Higginbotham, Jr.
Senior Vice President
The Mercer Group, Inc.
Seminole, FL 33777**

Email - WDHiggin@mercergroupinc.com

Resumes are subject to the provisions of Florida Public Records Statutes

Citrus County, Florida, is an Equal Opportunity Employer. Citrus County does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, political ideas, or disability in employment or in the provision of services.

M The Mercer Group, Inc.