

ASSISTANT COUNTY ADMINISTRATOR RECRUITMENT PROFILE



ESCAMBIA
C O U N T Y, F L O R I D A



Escambia County, FL

(Population: 305,817)

About Escambia County

As the most northwestern county in the state of Florida, Escambia County stretches north to Alabama and south to the emerald green Gulf of Mexico. The county was established by ordinance as a non-charter government on July 21, 1821 by the Provisional Governor Andrew Jackson. Escambia County covers a total area of approximately 875 square miles, of which just over 662 square miles is land and approximately 213 square miles is water.

Escambia County has grown significantly in the past several decades, increasing its population by about 100,000 residents – from just over 205,000 in 1970 to an estimated 311,000 as of 2015. There are two incorporated municipalities in Escambia County: the city of Pensacola and the town of Century.

Those who live in Escambia County can enjoy every day what draws millions of vacationers here every year: pristine beaches, clear Gulf waters, historic landmarks and museums, world-class restaurants and southern hospitality. Escambia County's high standard of living also comes at a competitive cost, making it an ideal location to call home.

Along with a rich culture, history and natural beauty, Escambia County is known for its temperate climate, allowing year-round access to a variety of outdoor activities.

Miles of trails for hiking and biking, world-class golf and tennis facilities, and countless watersports offer something for all outdoor enthusiasts. Escambia's bays, bayous, rivers and the beautiful Gulf of Mexico offer access to stand up paddleboarding, surfing, kayaking, canoeing, sailing, deep sea fishing, snorkeling and scuba diving. The county is also home to the largest artificial reef in the world – the Oriskany, an 888-foot retired aircraft carrier that provides a stage for viewing whale sharks, amberjacks and reef fish.

In the outlying areas of Escambia County, local family farms provide a picturesque landscape, producing corn, cotton, peanuts and dozens of fresh vegetables. Those looking for an unhurried way of life can find it in one of the county's unique rural communities, where many residents still enjoy a friendly, small-town lifestyle.

Escambia County residents have no shortage of excitement, however, with countless top-notch restaurants, bakeries and coffee shops, local boutiques and live entertainment options. You can start your day with a delicious brunch, relax and soak up some sun on Pensacola Beach and then spend the afternoon exploring historic sites like Fort Pickens or visiting the National Museum of Naval Aviation. End the evening with a performance at the Saenger Theatre in downtown Pensacola, an extensively renovated Spanish baroque-rococo theater built in 1925. For a more modern

twist, the 12,000-seat Pensacola Bay Center hosts a variety of entertainment options ranging from sporting events to internationally-renowned musical acts.

The county seat of Pensacola is the only city in Florida’s Gulf Coast to boast the cultural “big five:” a ballet, opera, symphony, theater and accredited museum of arts – but locals are far from buttoned up. From Mardi Gras to festivals reflecting the area’s diverse heritage, residents celebrate the arts, regional culinary delights, homegrown songwriters and even an annual competitive fish toss across the state line with neighboring Alabama.

The county is also home to the Blue Angels, officially known as the U.S. Navy Flight Demonstration Squadron, who perform heart-pounding aerial stunts at up to 700 mph. Visitors and residents can watch them perform as they practice from their home base at Naval Air Station Pensacola, or at the annual Pensacola Beach Airshow or homecoming show in November, which attract thousands of tourists each year.

Sports fans can come out and root for one of the town’s home teams, including the new University of West Florida football team. The Pensacola Blue Wahoos, a Double-A affiliate of Major League Baseball’s Cincinnati Reds, play ball in the waterfront, \$40 million, 5,000-seat Community Maritime Park and entertainment complex, while the Southern Professional Hockey League’s Pensacola Ice Flyers skate at the county-owned Pensacola Bay Center.

Escambia and its neighboring counties offer homebuyers a wide range of lifestyle choices, from urban chic to rural peace. Whether you’re interested in a waterfront retreat, a sleek condominium with a view, a historic charmer in town or a rustic farm in the country, you’ll find it in Escambia County.

County Government

Escambia County is committed to providing high levels of service to its residents at the lowest possible cost, in order to minimize taxpayer burden. The board of county commissioners is responsible for adopting an annual budget for all of the board



From top to bottom: Cotton field, Equestrian Center

ESCAMBIA COUNTY BOARD OF COUNTY COMMISSIONERS



From left to right: District 1 Commissioner Jeff Bergosh, District 2 Commissioner Doug Underhill, District 3 Commissioner Lumon May, District 4 Commissioner Grover Robinson IV and District 5 Commissioner Steven Barry.

departments and for most functions of the constitutional officers. The board's annual budget process determines the amount of taxes and other revenues that must be raised in order to pay for the services and programs provided to the residents, citizens and visitors of Escambia County. The annual budget serves as the foundation for Escambia County's financial planning and control.

In compliance with Florida state statutes, the county's legislative and policy-making powers are vested with the five-member BOCC. Its members are elected by district to four-year overlapping terms. The chairman presides over the board and is elected by its members annually. Separate powers for operation of specific functions of county government are vested by the Florida Constitution in the five independent constitutional officers: Clerk & Comptroller, Property Appraiser, Sheriff, Supervisor of Elections and Tax Collector. These independent officials are elected county-wide as public trustees with direct responsibility to every citizen for delivery of services in a manner defined by Florida law.

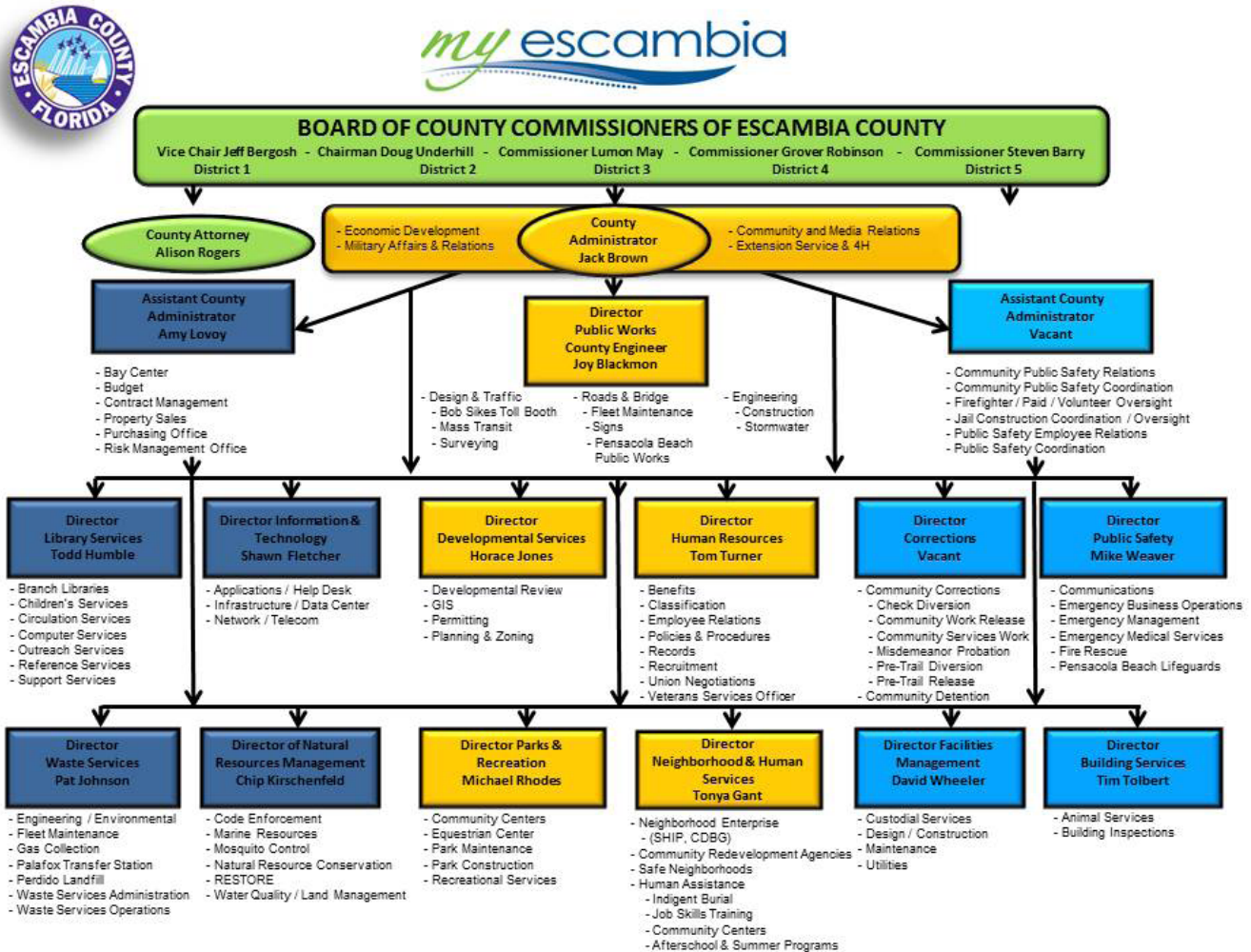
The BOCC's responsibilities include: passing ordinances and resolutions, creating and adopting the annual budget, levying a property tax on real and personal property, appointing boards and committees and hiring the county administrator and county attorney. The Escambia County

Clerk of Court serves as the chief financial officer for the board of county commissioners, acting as accountant, auditor, recorder, the custodian of all county funds and ex-officio clerk to the board.

Except for the county attorney, the county administrator appoints and oversees all non-elected county employees. Functional responsibilities include Community & Media Relations, Budget, Facilities Management, Human Resources, Parks & Recreation, Public Safety, Public Works, Corrections, Neighborhood & Human Services, Extension Services, Fire-Rescue, Purchasing, Building Inspections, Engineering, Information & Technology, Natural Resources Management, Library Services, and Waste Services. Approximately 1,650 people are employed in these departments and fall under the county administrator's leadership.

The county's total budget for Fiscal Year 2016-17 is more than \$436 million. Escambia County provides a full range of services, including the construction and maintenance of highways, streets, and other infrastructure, as well as law enforcement, fire protection, emergency management, health and social services, emergency medical services, landfill operation, mass transportation services and parks and recreational programs.

Learn more about Escambia County at myescambia.com.



Job Requirements

Experience, Knowledge and Education:

The Escambia County Assistant County Administrator is an executive position requiring an ethical leader skilled in administration and supervision of county departments, who is responsible for implementing and providing guidance on board policies and directives. Ideally, the next assistant county administrator will hold a bachelor degree in public administration, business administration or closely related field and have five years of experience in local government administration at a director level or above; or any equivalent combination of related training and experience.

Examples of Duties

- Provides oversight to departments, of strategic plans and performance objectives aligned with the strategic plan and with clear performance measures, as well as, performance benchmarks. Continuously monitor county-wide departments and office performance relating to implementation of the Board's strategic plan objectives.
- Attends meetings of the board, notes and follows through on directives from the board and the county administrator.
- Plans, develops, organizes, implements, directs preparation and presents administrative reports and special projects as assigned including presentations and speeches.
- Prepares or assists in the preparation of the annual departmental budget; tracks and monitors the departmental and division/office budgets throughout the year for adherence to budgetary controls and proper implementation of financial policies, rules

and regulations within the assigned departments and divisions/offices.

- Researches and coordinates local, state and federal legislative issues including development of the county's legislative program, under the general guidance of the county administrator with an emphasis on identified matters of importance to the Escambia Board of County Commissioners.
- May serve as acting county administrator as needed.
- Perform related work as assigned or required.
- Perform duties of the jail commander and/or community corrections manager as needed.
- Perform related work as assigned or required.

NOTE: These duties are listed only as illustrations of the various kinds of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Necessary Knowledge, Skills and Abilities

- Thorough knowledge in principles and practices of public administration and local governmental operations.
- Skill in planning, coordinating and directing complex administrative activities, projects and programs.
- Skill in formulating plans, budgets and related policy papers, synthesizing information from a variety of sources.
- Skill in working diplomatically with government officials, citizen groups, contractors, and others to achieve overall goals and objectives.

- Continued on next page-



From left to right: Gallery Night on Palafox Street, the Blue Angels, students at the University of West Florida

- Skill in written and oral communications, including preparing and making public presentations to elected officials, citizen groups, local/state/federal agencies, and the general public, which may include instances with little or no advance notification.
- Skill in effectively performing duties under demanding high-stress conditions.
- Ability to establish and maintain good working relationships with the county commissioners, county administrator, staff and employees; often in stressful situations
- Strong interpersonal skills and the ability to interact successful with the public, department directors, supervisors, elected officials and agencies.
- Strong leadership and the ability to effect continued improvement and growth within the county.
- Ensures that the state and county ethic polices are taught and enforced.
- Strong problem solving and conflict resolution skills.

the Supervisor of Elections in Escambia County, in compliance with Florida States, Chapter 112, Part III. Such filing is required within 30 days of placement in the position, and annually thereafter no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

How to Apply

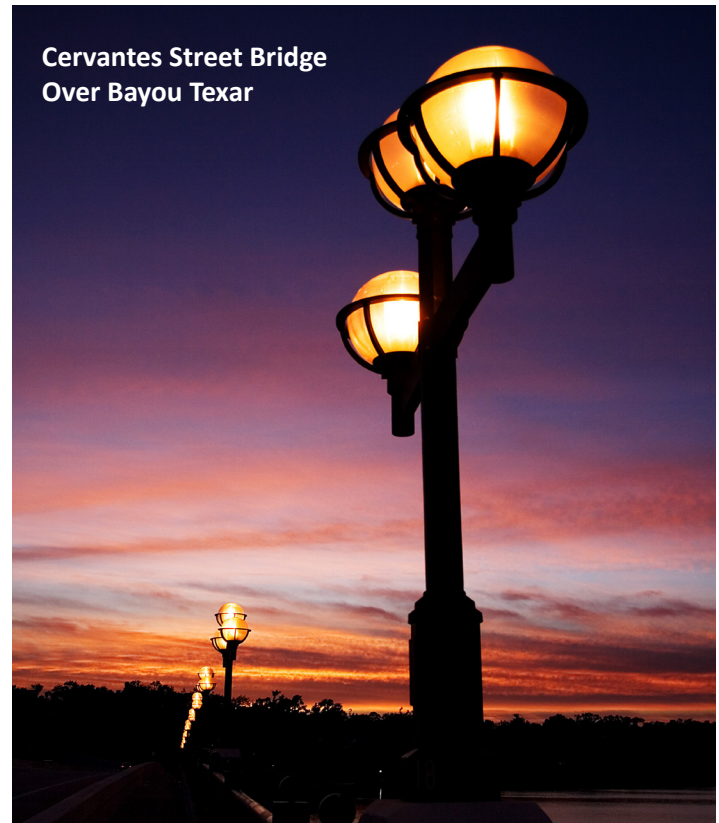
Apply at www.myescambia.com/jobs.

Compensation

The expected hiring range is \$105,000 - \$125,000 annually. Benefits are excellent.

Requirements for Employment

- Successful completion of criminal history background investigation is required prior to employment
- Valid driver’s license
- An incumbent in this job classification will be required to file a financial disclosure statement (Form 1) with



12th Avenue tree “tunnel”