

COUNTY ADMINISTRATOR RECRUITMENT PROFILE



ESCAMBIA

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



Escambia County, FL

(Population: 313,381)

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 Minor League Baseball team of the Southern League and the Double-A affiliate of the Minnesota Twins, 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 Robert Bender 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.

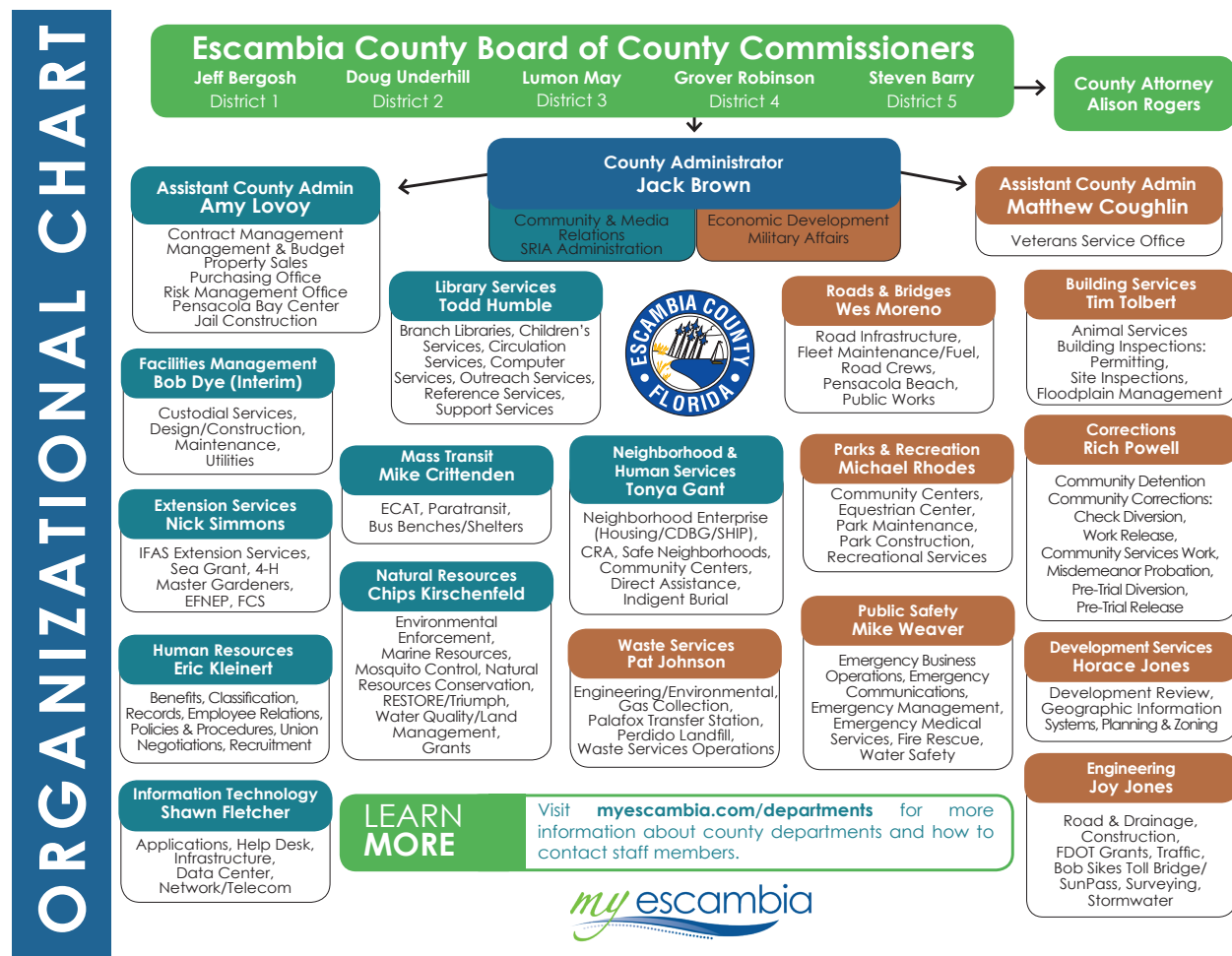
In compliance with Florida state statutes, the county's legislative and policy-making powers are vested with the five-member BOCC. Its members are elected by district to four-year overlapping terms. The chairman presides over the board and is elected by its members annually. Separate powers for operation 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, Roads & Bridges, Corrections, Mass Transit, Neighborhood & Human Services, Extension Services, Purchasing, Building Inspections, Engineering, Information Technology, Natural Resources Management, Library Services, and Waste Services. Approximately 1,780 people are employed in these departments and fall under the county administrator's leadership.

The county's total budget for Fiscal Year 2018-19 is more than \$477 million. Escambia County provides a full range of services, including the construction and maintenance of 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. Click [here](#) to view the Citizen's Guide to the 2018-19 budget.



Job Requirements

Experience, Knowledge and Education:

- Bachelor's Degree in Public Administration/Business Administration or closely related field and at least seven years of responsible experience in local government administration at the level of Bureau Chief, Department Head or Assistant County Administrator, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- Master's Degree in public administration or business administration is highly desirable.
- At least three years of executive level experience overseeing an organization of over 1,000 employees.
- Knowledge of and experience in administering governmental finances with an understanding of local government tax structures with a budget of similar size and complexity (Escambia County's total budget for Fiscal Year 2018-19 is \$477 million, of which \$218 million comprises the general fund).
- Experience in economic development, land use and long range planning.
- Experience with unions.
- Experience with state and federal agencies and lobbyists.
- Executive level experience overseeing an urban/rural jurisdiction of similar size (a land area which covers approximately 661 square miles of land and an additional 64,000 acres of water area).

Examples of Duties

- Provides administrative direction and supervision to employees to include: assigning projects and objectives; conducting performance evaluations; developing,

motivating, and training; and making hiring, termination and disciplinary decisions.

- Resolves individual citizen issues with drainage, noise, traffic, and public safety.
- Directs department directors in implementing board policies and directives.
- Provides guidance regarding policy and procedure developments across county departments and divisions.
- Establishes/maintains effective working relationships with county officials and staff, other agencies, offices and organizations.
- Administers the annual budget and capital budgets.
- Collaborates with citizens and groups in neighborhood revitalization, economic development, growth management, and quality of life issues.
- Coordinates individuals and groups of employees to increase empowerment, communication, and effectiveness.
- Works with the Board of County Commissioners to implement policies and directives.
- Interprets, explains, and applies applicable laws, regulations, and policies, makes sound decisions in accordance with applicable guiding measures.
- Performs other duties of a similar nature or level.

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

Knowledge of:

- Managerial principles
- Leadership principles
- Advanced public administration principles and practices
- Applicable local, state and federal laws, rules, regulations, codes, and/or statutes



From left to right: Palafox Street in Downtown Pensacola, the Blue Angels, and the University of West Florida football team. Photos courtesy of Visit Pensacola.

- Financial accounting principles
- Budget principles
- Strategic planning principles
- Program development and implementation principles

Skills in:

- Monitoring and evaluating subordinates
- Delegating and prioritizing work
- Preparing reports
- Interpreting and applying local, state and federal laws and regulations
- Developing and implementing goals, objectives, policies, and procedures
- Reading, comprehending, and reviewing financial information
- Making program decisions based on financial considerations
- Monitoring legal and regulatory changes
- Mediating conflict
- Negotiating
- Developing and implementing strategic plans
- Managing budgets
- Communicating technical and complex concepts in a clear and easily understandable format
- Synthesizing information into reports and making appropriate recommendations
- Analyzing complex organizational, operational, and management problems
- Communication, interpersonal skills as applied to interaction with coworkers, supervisors, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Compensation

The expected hiring range is \$173,000-\$190,000 annually (salary commensurate with experience). Benefits are excellent. Reasonable relocation expenses will be paid by the county.

Requirements for Employment

- Selected candidate must have Escambia County residency upon their first day on the job, as required by Florida law.
- Successful completion of criminal history background investigation is required prior to employment.
- Valid driver's license



Palafox Pier

The Ideal Escambia County Administrator Candidate

The ideal candidate will possess the preferred criteria above with experience gained in a jurisdiction with a population and level of complexity comparable to Escambia County. The commissioners are seeking a strong, results-oriented proven leader with a "can do" attitude. The candidate is politically astute, but not politically involved. The individual will be an extraordinary communicator, and will be accessible, responsive and positive with strong public relations skills. Strong inter- and intra-governmental skills are also very important. The candidate will be experienced in strategic planning and performance standards and skilled in maximizing staff potential. The commissioners are looking for an individual who is visible in the community on behalf of the Escambia County Board of County Commissioners and communicates with the public in a manner that generates respect and understanding for the BOCC, the government and its projects.

Benefits/Compensation Package

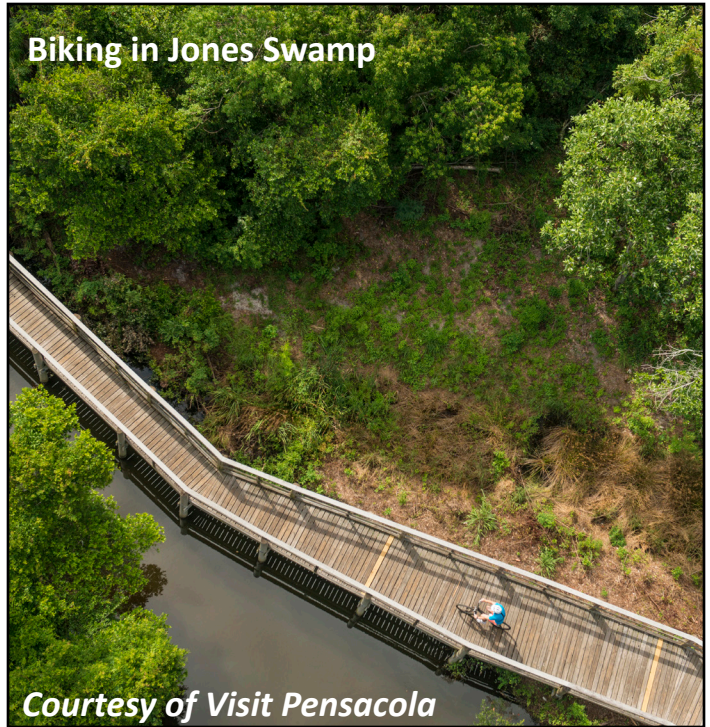
- Medical, dental and vision plans
- Prescription coverage
- Employee health clinic
- Employee fitness centers
- Employer-sponsored retirement plan or investment plan
- Deferred compensation plan
- Flexible spending account(s)
- Employee assistance program
- Annual/sick leave or paid time off (PTO)
- Group life insurance

Human Resources Contacts

Janice Floyd, HR Supervisor: 850-595-4964

Eric Kleinert, HR Director: 850-595-1637

Biking in Jones Swamp



Courtesy of Visit Pensacola



Courtesy of Visit Pensacola

Kayaking in Perdido Key



Pensacola Beach