

***OUTSTANDING OPPORTUNITY TO SERVE THE CITIZENS OF  
BROWARD COUNTY, FLORIDA***

***AS THEIR NEXT***

***DIRECTOR OF MANAGEMENT & BUDGET***







## Introduction

Slavin Management Consultants has been retained by Broward County, Florida to assist in the recruitment, hiring, and orientation of a new Director of Management and Budget. This profile has been developed after consultation with the County Administrator and County staff. The County is unified in its objective to hire a highly-qualified professional based on the interpersonal and professional qualities and skills desired for the position.

## Broward County

Bordering Southeast Florida's Atlantic coastline, Broward County is the eighteenth largest county in the nation and the second largest in the State of Florida. It is located between Palm Beach and Miami-Dade Counties, forming the center of South Florida's largest metropolitan area in which 5.6 million people reside. Within the County's 1,220 square miles are 31 municipalities, the largest of which is the County seat, Fort Lauderdale. Nearly two-thirds of the County is part of the undeveloped Everglades conservation area. Broward County boasts more than 23 miles of pristine Atlantic coastline, and its beaches attract both the local population and tourists from around the world. With an average year-round temperature of 77 degrees, Broward County has a tropical climate and is a choice destination for over ten million visitors every year.

Broward County's warm climate, ethnic and racial diversity, expanding economy, myriad of housing options, excellent schools, state-of-the-art healthcare, and advanced transportation system afford its residents an exceptional quality of life. Broward offers world-famous fine dining, theater, nightlife, and shopping venues as well as an abundance of recreational activities like golf, deep sea fishing, boating and unlimited opportunities for fun on

the beach. The state's second largest public school district is located in Broward County, providing excellent primary and secondary education. In addition, there are many prestigious local and regional colleges and universities offering excellent higher education opportunities.

The Fort Lauderdale-Hollywood International Airport is a part of Broward County, and most major cruise lines operate out of the Broward County Port Everglades facility. Among Broward's abundant retail shopping options is Sawgrass Mills, one of Florida's largest shopping malls. For the sports enthusiast, Broward is home to the NHL's Florida Panthers, while other major sports teams, like the Miami Heat, the Miami Marlins, and the Miami Dolphins, are just a short drive away.

For more information about Broward County, you are encouraged to visit the County's website at [www.Broward.org](http://www.Broward.org).



## The Broward County Government

Broward County is governed by a nine-member Board of County Commissioners (BOCC). Commissioners are elected by district in partisan elections to four-year staggered terms. The County Mayor and Vice Mayor are annually elected by the BOCC. The BOCC appoints a professionally qualified County Administrator, a County Attorney and a County Auditor. Broward County voters also elect a Supervisor of Elections, a Property Appraiser and a Sheriff. These constitutional officers manage their own agencies but rely on the BOCC for funding. All other County functions fall under the responsibility of the BOCC and are managed by the County Administrator. The County currently employs approximately 5,200 FTEs under the County Administrator and its FY 2016 budget is approximately \$4.2 B. Broward County central administrative offices are located in the heart of downtown Fort Lauderdale within walking distance of the Broward Center for the Performing Arts, the Museum of Art, the Museum of Discovery and Science, highly acclaimed restaurants and other entertainment opportunities.

## Office of Management and Budget (OMB)

The Office of Management and Budget has fourteen (14) fulltime employees and a current budget of \$1,531,740. As an arm of the County Administrator's Office, OMB's core mission is to provide budget and management recommendations for the County Administrator to support Commission policies and optimize the allocation and utilization of resources. A fundamental premise for carrying out this mission is formulating recommendations based on solid data and thorough analysis. OMB staff utilize their skills as public administrators to provide quality analysis for all the various projects they undertake which include traditional budget and capital program preparation and analysis, fiscal impact statements for all County ordinances, analysis of proposed legislation, performance measurement analysis and efficiency oriented management analysis.

OMB has a broad responsibility to support all of the Commission's goals and objectives through budgetary recommendations. *The Office has more specific responsibilities related to one vision area and two goals and they are as follows:*

### **Fiscally Sustainable and Transparent Government**

*Broward County government takes a responsible and disciplined approach to fiscal management. We are proactive and flexible, focusing on operational efficiency and performance improvement opportunities. We are dedicated to providing open and easy access to programs, services and information about Broward County government to residents, visitors and businesses.*

#### **Goal One: Enhance financial stability through an emphasis on multi-year planning, securing additional revenue sources, and developing fiscally sound policies.**

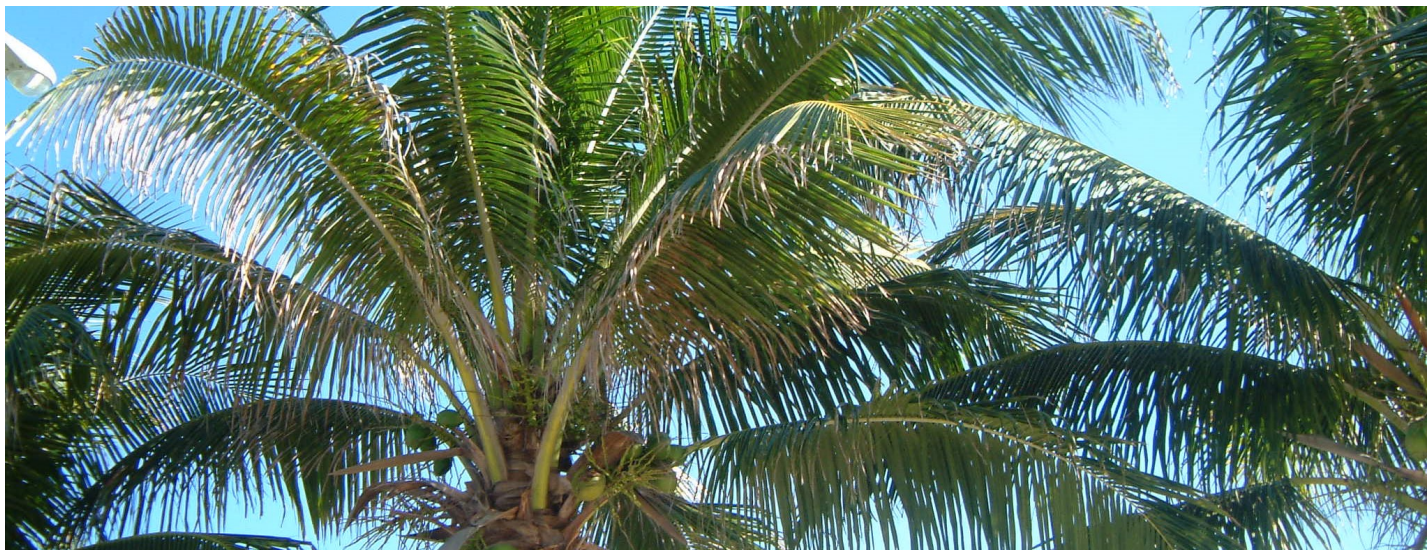
*OMB is heavily involved in all three aspects of this goal. Multi-year planning is an essential element of our annual work plan and the development of fiscally sound policy recommendations is at the core of our mission. Securing additional revenue sources is related to some of the revenue analysis work that we undertake.*

#### **Goal Two: Improve operational effectiveness, efficiency and transparency.**

*OMB's role in performance management and internal consulting process improvement initiatives tie directly to operational effectiveness and efficiency. Transparency is an important element of OMB's work products and a core value of the office. All of the documents prepared by the office are created with the goal of ease of understanding by policy makers and the public.*







## The Director of Management and Budget

The Director of the OMB reports directly to the County Administrator. The Director manages a highly competent and respected staff of 14 members who serve as advisors to County Administration and as fiscal and management consultants to County agencies. In addition to developing and administering the County's \$4.2 billion annual budget, OMB staff performs a variety of high level and challenging functions which include developing funding plans for capital improvement programs; analyzing proposed service enhancements and reductions; preparing analytical reports for the County Administrator and County Commission; conducting fee studies and developing fee recommendations; assessing the fiscal impact of County initiatives and ordinances as well as proposed State and Federal legislation; analyzing agency processes to identify opportunities to streamline and increase productivity and assisting County agencies in development and improvement of performance measures.

### Requirements Include:

Master's degree from an accredited college or university with major course work in public administration or closely related field; eight (8) years of management level experience in a budget and management office for a large local government agency. Must have in-depth knowledge and understanding of large and complex local governmental operations, particularly current management and budgeting principles and techniques. Must be able to analyze management, policy, operational, and fiscal issues and make sound recommendations for solutions. Must be able to establish and maintain effective working relationships throughout County government including with County depart-

ment and office heads, the constitutional offices, and the County Administrator's staff and must be able to express ideas effectively, both orally and in writing. Must conduct the responsibilities of the position with the highest degree of professionalism and integrity as evidenced by the development of consistent, data-based and politically neutral recommendations.

#### ***Ideal candidate characteristics include:***

- Unquestionable integrity,
- A mentor who chooses staff well and develops them to their full potential,
- Politically astute but a-political,
- Skilled at working with all department heads, including constitutional officers at a highly professional level,
- Has keen analytical skills,
- Is a straight shooter and not a "deal maker",
- Is data driven,
- Has an even keeled and highly consistent personality.

**Compensation:** The current salary range is \$111,803 to \$178,437. Beginning salary will be commensurate with education and experience. Broward County offers an exceptional and comprehensive array of benefits, programs, and services including medical, dental, vision, voluntary after-tax benefits, deferred compensation programs and Florida Retirement System. The County is committed to providing affordable, comprehensive health-care benefits at a modest cost. The County recognizes a registered Domestic Partner as a dependent with regard to various benefit programs.

**County benefits include:**

- Florida Retirement System (FRS) - Employees have the choice of two retirement plans: the traditional pension plan with eight years of vesting or the investment plan with one year of vesting.
- Deferred Compensation—The County offers a 457 plan offered through three providers: ICMA Retirement Corporation, MetLife, and Nationwide Retirement Solutions.
- Flexible Spending Accounts — Medical expense and dependent care accounts.
- Vacation and Sick Leave — Leave is accrued for vacation and sick time; additionally 40 hours of job basis leave is granted annually
- Holidays — Ten holidays and two personal days.
- Insurance Coverage — The County offers a variety of benefit plans that employees can purchase including Health, Dental, Vision, Flexible Spending Accounts, Long Term Care, Long Term Disability, and Pre-paid Legal.
- Life Insurance — The County offers \$25,000 of group term life and AD&D Insurance. Employees can purchase additional life insurance for themselves and their dependents and spouse/domestic partner.
- Additional Benefits — Credit Union, Employee Development and Personal Income Protection Plans (AFLAC). For additional information on benefits, please visit: [www.broward.org/benefits](http://www.broward.org/benefits).

## To Apply

This position will remain open until filled. First review of resumes will take place on June 23, 2016. Please send cover letter, resume and present salary to:

Robert E. Slavin

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**Note: Under Florida Law, resumes are public documents and will be provided to the media upon request. Please call prior to submitting your resume if confidentiality is important to you.**



**Broward County is an Equal Opportunity Employer**

