

BROWARD COUNTY, FLORIDA  
ASSISTANT TO THE COUNTY ADMINISTRATOR



## BROWARD COUNTY

Broward County borders Southeast Florida's Atlantic coastline, and is the 18th largest county in the U.S. Home to nearly 1.8 million people, Broward County is located between Palm Beach and Miami-Dade counties, forming the center of South Florida's largest metropolitan area in which over 5 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 boasts 23 miles of pristine, Atlantic coastline, and its "blue wave" beaches attract both the local population as well as tourists from around the world. With an average year-round temperature of 77°, Broward County has a tropical climate and is a choice destination for over 10 million visitors every year.

Broward County's warm climate, ethnic and racial diversity, expanding economy, myriad of housing options, 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 such as golf, deep sea fishing, boating and unlimited opportunities for fun on the beach. The state's second largest public school district is located in the County, providing excellent primary and secondary education. In addition, there are many prestigious local and regional colleges and universities offering excellent higher education. The Fort Lauderdale-Hollywood International Airport is located in the County. Most major cruise lines operate out of the

County's Port Everglades facility which has a reputation as the "world's best cruise port" and is among the nation's top seaports. Among its 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, such as the Miami Heat, the Marlins, and the Miami Dolphins, are just a short drive away.

### Broward County Government

- is a highly regarded and professional government
- is fiscally sound and financially well managed
- offers a dynamic and challenging work environment
- has a supportive management staff
- is an enviable place to work, live and recreate year round

### MISSION STATEMENT

The business of Broward County Government is to deliver cost-effective and collaborative services to enhance and promote the quality of life for our residents, businesses and visitors.

## THE COUNTY ORGANIZATION

Broward County government was established under Charter in 1975. The Board of Broward County Commissioners (BOCC) is composed of nine members, each voted to the position by their district in partisan elections. The Mayor and Vice-Mayor are Commission members annually elected by the Commission for one year terms. The Commission appoints the County Administrator, the County Attorney, the County Auditor, and many other advisory and regulatory board members.

The County Administrator serves as the Chief Executive Officer and is responsible for the day-to-day operations of the County. The County Administrator, along with the Deputy and Assistant County Administrator, manage seven operating departments: Aviation,

Environmental Protection and Growth Management, Finance and Administrative Services, Human Services, Port Everglades, Public Works, and Transportation. Additional divisions and specialized service offices reporting to County Administration include Libraries, Cultural, Parks and Recreation, Management and Budget, Public Communications, Greater Fort Lauderdale Convention and Visitors Bureau, Medical Examiner and Trauma Services, Intergovernmental Affairs and Professional Standards, and the Office of Economic and Small Business Development.

Broward County voters also elect a Supervisor of Elections, a State Attorney, a Public Defender, a Property Appraiser, a Sheriff and judges. These constitutional officers

manage their own agencies but rely on the BOCC for funding and some centralized services. All other County functions fall under the responsibility of the BOCC and are managed by the County Administrator. The County currently employs approximately 5,400 FTE's under the County Administrator and its FY 2012 budget is \$3.3 billion of which \$932 million comprises the General Fund.

Visit Broward County's web site at: [www.broward.org](http://www.broward.org)



## BOCC'S TWENTY YEAR VISION AND GOAL STATEMENTS

### 20 Year Vision

Broward County is a diverse, vibrant, urban community with parks, beaches, and green space. Broward has something for everyone. Positioned at the center of Southeast Florida, we are environmentally and economically sustainable and a gateway to the international marketplace. Broward County is a regional body working together with government partners and stakeholders to achieve common goals. We are home to innovation and a great place to live, work, play, and visit.

### Vision and Goal Statements

In the next 20 years, the Broward County Board of County Commissioners strives to create a community characterized by the following:

- Efficient and Accessible Regional Intermodal Transportation Network
- A Community With Accessible, Vibrant Arts and

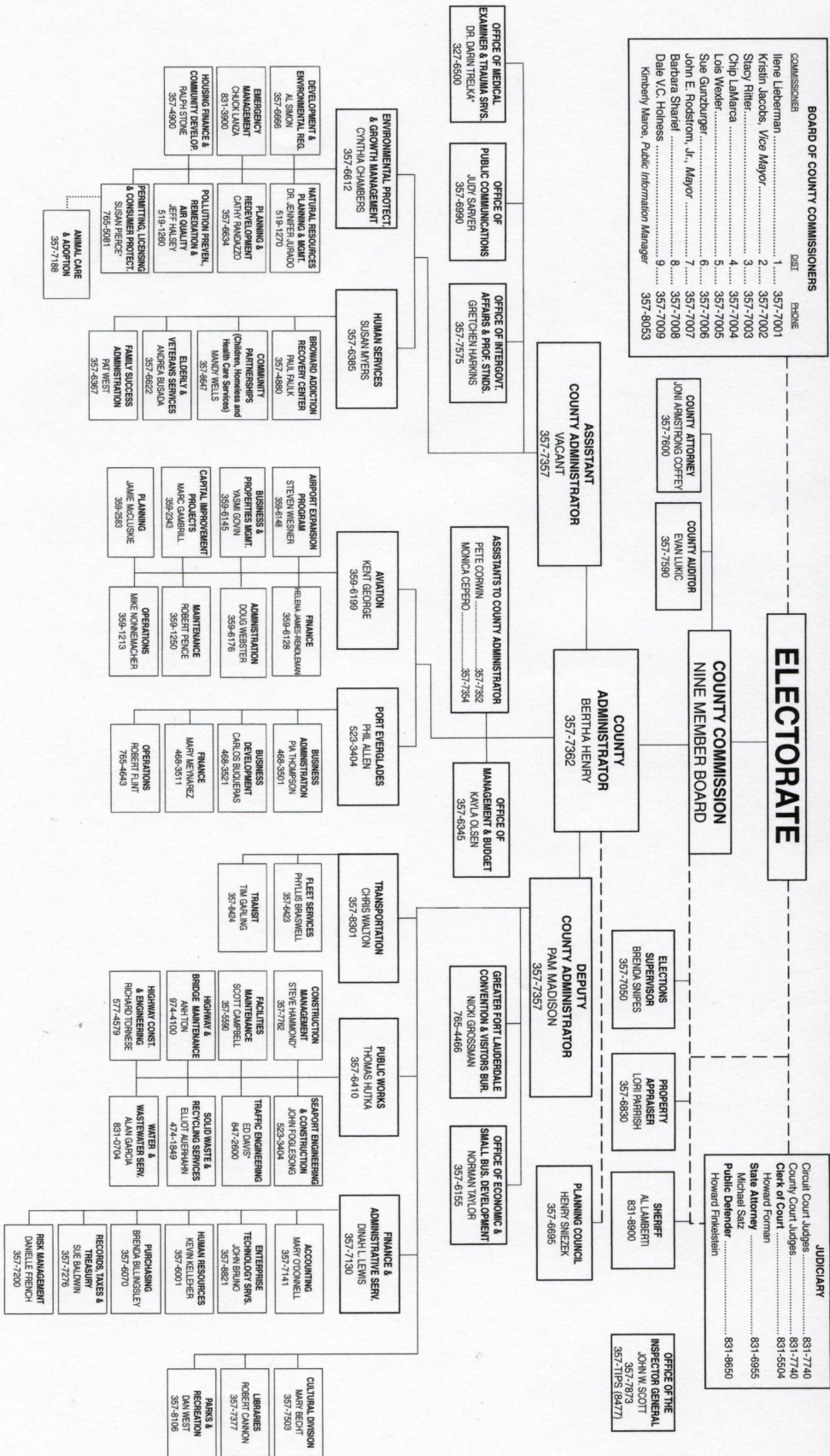
Culture, Recreation and Learning Opportunities

- Social Safety Net: An Accessible Collaborative Approach to Health and Human Services
- A Pristine, Healthy Environment
- Unlimited Economic Opportunities
- A Sustainable, Creative Approach to Community Redevelopment and Affordable Housing
- Fiscally Sustainable and Transparent Government





GOVERNMENTAL STRUCTURE OF BROWARD COUNTY



\* Interim \*\* Acting  
All phone numbers use area code 954  
11/15/2011

# THE ASSISTANT TO THE COUNTY ADMINISTRATOR

This is a high level professional position which compares to *Assistant County Administrator* positions in comparable organizations. The incumbent reports directly to the County Administrator and serves as her primary liaison to the Judiciary, the Sheriff, the State Attorney, the Public Defender, the Supervisor of Elections and the Property Appraiser.

Together these agencies comprise more than 50% of the County's operating budget. Liaison and assistance with budget development for these agencies is a key responsibility assigned to this position including both operations and capital budgets. Duties also include performing research, conducting a variety of special studies and implementing administrative policies. An exciting current project is the coordination of the funding program and bid solicitation process in support of a \$300M County Courthouse building program.

## REQUIREMENTS

Requires graduation from an accredited four-year college or university with major course work in public or business administration; considerable progressively responsible experience in municipal or county government administrative/management work; or any equivalent combination of training and experience. Strong preference for candidates with extensive local governmental budget development and administration experience as well as experience in working with constitutional officers particularly in fields of the judiciary and public safety.

Must know and understand large and complex local governmental operations, particularly current budgeting principles and techniques. Must be able to analyze administrative, operational, and fiscal problems and to make sound recommendations for solutions. The ability to establish and maintain effective working relationships with constitutional officers, the County budget staff and peers and to express ideas effectively, both orally and in writing is imperative.

## SALARY AND BENEFITS

The current salary range is \$95,283 to \$156,263.

Beginning salary will be commensurate with education and experience and is accompanied by an attractive benefits package which includes participation in the Florida Retirement System.

## THE APPLICATION PROCESS

The position will be open until 01/16/12. Please send a detailed cover letter and resume with current salary to:

Robert E. Slavin, President

### SLAVIN MANAGEMENT CONSULTANTS

3040 Holcomb Bridge Road, Suite A-1

Norcross, Georgia 30071

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Fax: (770) 416-0848

E-mail: [slavin@bellsouth.net](mailto:slavin@bellsouth.net)

[www.slavinweb.com](http://www.slavinweb.com)



**NOTE:** *Broward County is an equal opportunity employer. Pursuant to Florida public records law, applications and resumes are subject to disclosure.*

