

Citrus County, Florida

Invites your interest in the position of

COUNTY ADMINISTRATOR



Old Courthouse Museum

ABOUT CITRUS COUNTY, FLORIDA

Citrus County was established in 1887 by the Florida Legislature. It is located in the west central portion of Florida. As of the 2020 census, the County's population was 153,843. The County covers 773 square miles of which 582 square miles is land and 192 square miles is water. The County seat is Inverness and it's largest community is Homosassa Springs. Citrus County comprises the Homosassa Springs, Florida Metropolitan Statistical Area.

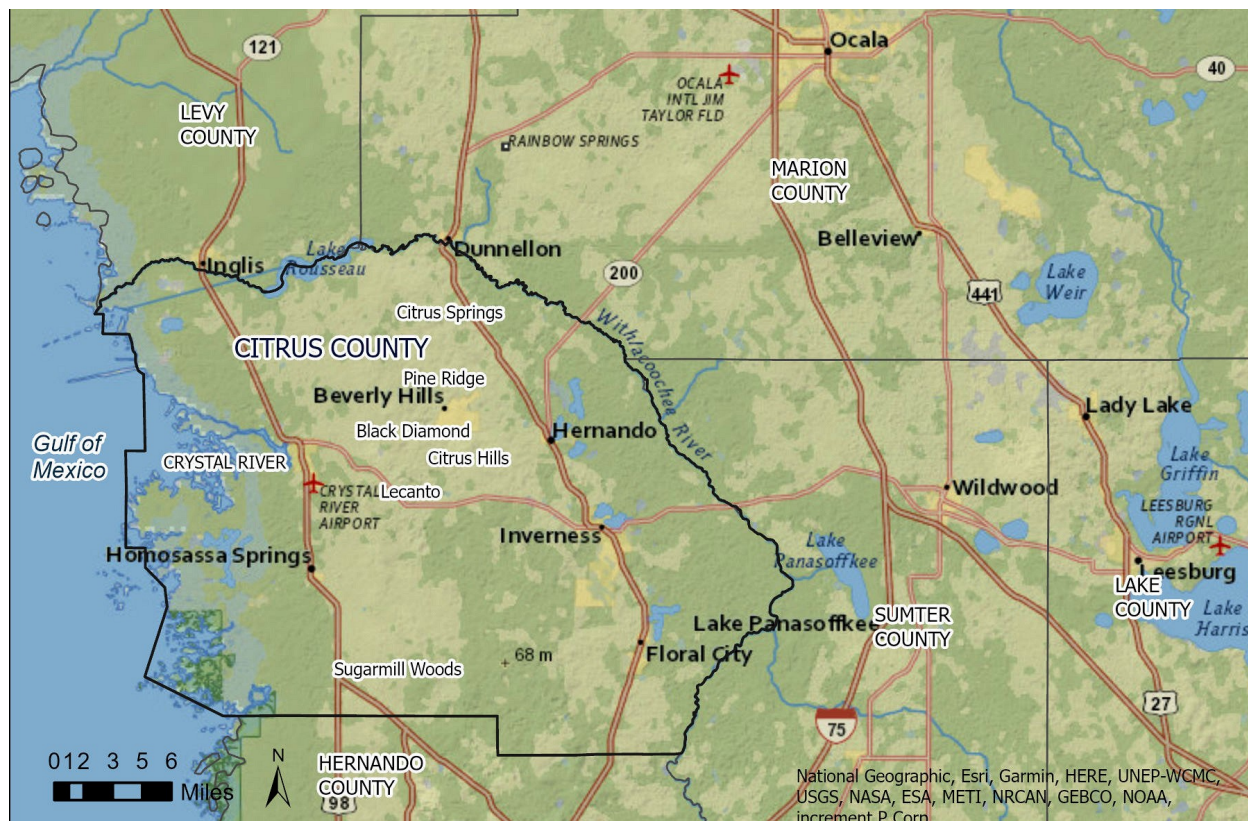
The County is home to many retirees, however, it is looking to expand its economic base. Citrus County's current financial base includes small business, health care, agriculture, banking and related financial institutions, as well as a large utility company.

There are a number of uninhabited and/or sparsely inhabited coastal islands that can be accessed via watercraft. While some of the Citrus County islands are state lands thus available for public use for recreational opportunities, many other Citrus County islands are either wholly or partially owned by private parties.

Citrus County is a community filled with welcoming small towns and the wonder of natural Florida. Centrally located on the Gulf Coast, Citrus County boasts a relaxed lifestyle with plenty of opportunities for recreation and entertainment in an unspoiled environment. Living in Citrus is to enjoy world-class scenery, a superior schools system, excellent medical care, and local charm.

Like all Florida residents, those living in Citrus County are not subjected to any state income tax. However, unlike some of the more urban parts of the state, Citrus County residents enjoy a relaxed atmosphere where they don't have to worry about high prices that you might find in many popular tourist areas. The cost of living is very reasonable in Citrus County.

CITRUS COUNTY, FLORIDA



THE CITRUS COUNTY GOVERNMENT

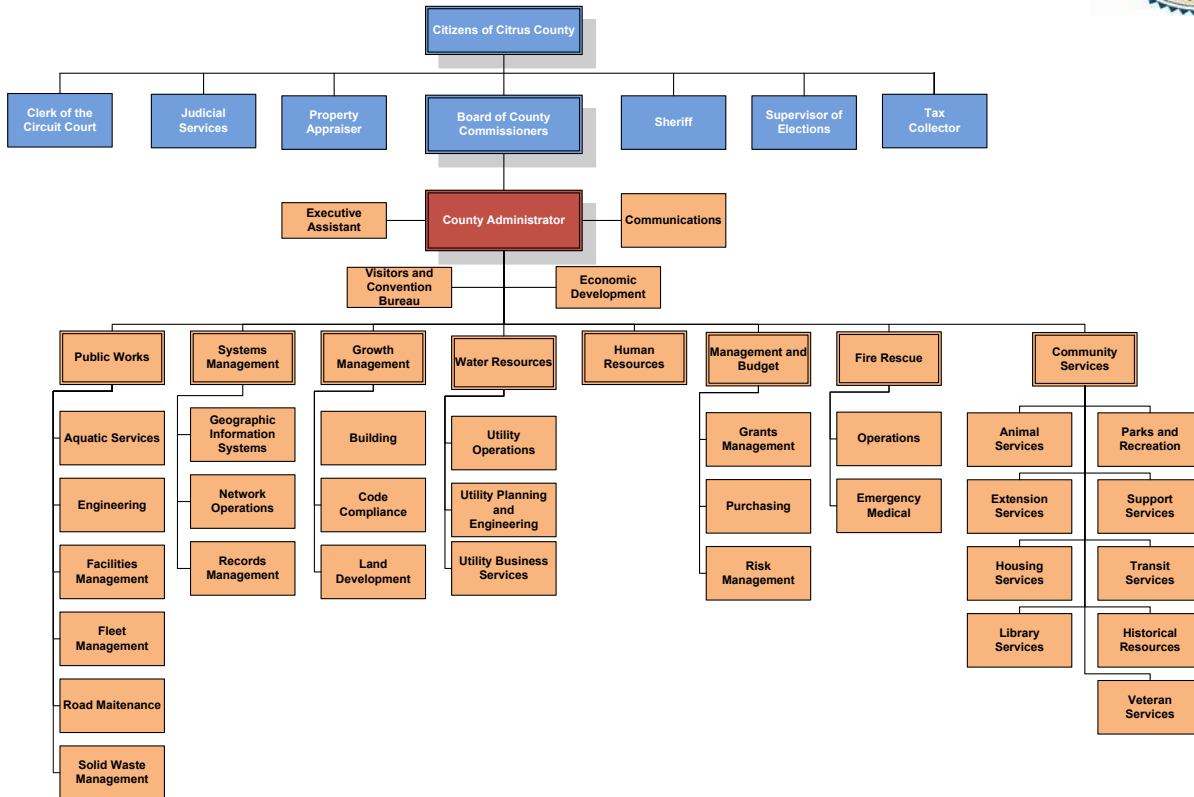
Since 1980, Citrus County has operated under a Commission/Administrator form of government. The Board of County Commissioners (BOCC) serves as the board of directors and is responsible for establishing policies and procedures. The BOCC is comprised of five members who are elected by Citrus County citizens. The five members represent five districts. They are elected to four-year terms. Commissioners must reside in one of the five districts to qualify for office although they are elected "at large" by all voters in Citrus County. In addition to the members of the BOCC, Citrus County citizens elect the following constitutional officers: the Clerk of the Circuit Court, Judicial Services, the Property Appraiser, the Sheriff, the Supervisor of Elections and the Tax Collector.

The County Administrator is appointed by and serves at the pleasure of the Board of County Commissioners. According to the Citrus County Administrative Regulation 2.01-8, the County Administrator oversees ten County departments with twenty-five divisions and two offices under the Board of County Commissioners and serves the Board as its agent in administrative matters. The Administrator serves as the liaison between the Board of County Commissioners and the citizens of Citrus County. The Assistant County Administrator assists with routine administrative functions and agenda development and presentation.

The County Administrator manages a wide range of services including Public Works, Systems Management, Community Services, Growth Management, Water Resources, Human Resources, Management and Budget, Visitors and Convention Bureau, Fire Rescue, and Economic Development. The County employs approximately 750 FTEs and has a current total budget of \$398,490, 010.



**CITRUS COUNTY, FLORIDA
BOARD OF COMMISSIONERS**
Organizational Chart



CITRUS COUNTY BOARD OF COUNTY COMMISSIONERS	
Jeff Kinnard DC	District 1
Ronald Kitchen	District 2/Chair
Ruthie Davis Schlabach	District 3
Scott Carnahan	District 4
Holly Davis	District 5



Crystal River Historic Downtown

More information about Citrus County is available on the web at: www.citrusbocc.com.

ISSUES AND OPPORTUNITIES

- The County is in the process of developing and implementing a Strategic Plan.
- The County is in good financial condition but will need to increase revenue to meet projected future needs.
- With significant growth occurring in Citrus County, the County need to be “in front” of the growth and be an active participant in it.
- To attract higher paying jobs, the County needs assertive economic development leadership to recruit new employers to its industrial parks and other available industrial and commercial sites.
- County infrastructure is in need of repair and improved maintenance—the County needs to take care of existing assets.
- Suncoast Parkway Intersection Planning needs to be completed to support the completion of the Suncoast Parkway in Citrus County
- County employee pay is perceived to be low - a pay study is currently underway to address this issue.
- There are a significant number of vacant County positions which need to be filled.
- The County’s natural resources and small town charm are highly valued and need to be protected.

CITRUS COUNTY, FLORIDA

Vision Statement

A welcoming, economically vibrant community where people and nature live in harmony.

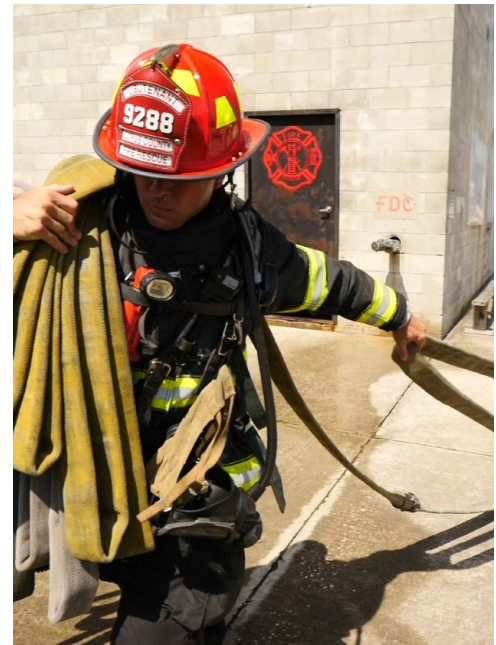
Mission Statement

To manage growth and foster prosperity by prioritizing the protection of environmental assets, the development and maintenance of infrastructure, and the health, safety, and well-being of its citizens.

Core Values
Transparency
Respect
Stewardship
Integrity
Accountability
Innovation

Strategic Goals

- Update and retain a dynamic Comprehensive Plan that implements smart growth strategies to guide future development.
- Lead and manage through multiple partnerships to attract and retain talent to grow and diversify the local economy.
- Prioritize the protection and improvement of environmental assets.
- Cultivate an environment that encourages entrepreneurial spirit and economic development while ensuring all citizens are connected to resources that provide a path to prosperity.
- Invest in infrastructure sufficient to support protected growth with priority given to correcting current infrastructure deficits.
- Develop/establish a comprehensive system of care for mental and physical health that will address the growing need for services by all citizens.
- Broaden the County's tax base and plan for early education to develop skills needed to ensure a prosperous future to cultivate business growth.
- Provide fiscal and environmental stewardship and facilitate the growth of the County's healthcare, medical and public safety workforce.





Crumps Landing in Homosassa

THE COUNTY ADMINISTRATOR

Under the Board of County Commissioner's general oversight, the County Administrator serves as the administrative head of the County government, overseeing the daily operations of Citrus government and executing the policies and directives of the BOCC.

Among other duties and responsibilities, the County Administrator:

- Serves as the chief administrative officer of the County
- Executes the policies, directives, and legislative actions of the BOCC
- Directs and coordinates operations of the County
- Prepares annual operating and capital budgets for the BOCC and requires such reports, estimates and statistics as necessary from County departments and agencies
- Supervises the expenditure of appropriated funds
- Prepares financial and administrative reports for the BOCC
- Administers County personnel policies including salary and classification plans approved by BOCC
- Employs County personnel subject to BOCC appropriation of funds for the purpose
- Responds to requests for information and/or assistance from individuals, business and private organizations, other governments and community groups
- Works with elected officials (local, state and national) to ensure that all County departments operate in the most efficient and effective way to provide services and accountability to the County's taxpayers (residents)
- Ensures that departments are responsive to and respectful of the various constituents in the community
- Performs other duties as required by the BOCC.

REQUIREMENTS

Minimum Training and/or Experience: Bachelor’s Degree in Public Administration, Business Administration or related field; Master’s degree in Public Administration or Business Administration is preferred. Minimum of seven years of local government experience including four years of executive level experience or an equivalent combination of education and experience. Prefer experience gained in a county government or other large, multifaceted organizations providing similar services. Florida experience is preferred but not required.

Required Interpersonal Characteristics, Personal Qualities and Professional Strengths

- Respects the role of the Board of County Commissioners as policy makers and the County Administrator’s role as “running the County”.
- Able to work effectively with five commissioners - treats them all equally and fairly.
- Available and responsible to the Commission.
- Approaches issues and opportunities with a “yes we can” attitude.
- Has a “get things done” mentality.
- Strong and not easily intimidated.
- A capable manager who does not micro manage.
- Willing to make a long-term commitment to Citrus County and does not view the job as a professional stepping stone.
- Strong commitment to providing excellent customer service.
- Supportive of staff.
- Skilled at attracting, developing, and retaining employees.
- Employee relations – communicates effectively with staff.
- Finance and budget management.
- Revenue enhancement.
- Economic Development.
- Forward focused; sees big picture but stays abreast of current work.





The compensation for the County Administrator will be highly competitive and will include a generous benefit package. The County will pay reasonable and customary moving expenses.

To apply: The position will remain open until filled and the process will move forward immediately upon receipt of an adequate pool of well-qualified applicants. A first review of resumes is scheduled for August 19, 2022. If interested, please email your resume and cover letter with salary expectations right away to



Robert E. Slavin or Barbara Lipscomb

SLAVIN MANAGEMENT CONSULTANTS

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Norcross, Georgia 30071

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Fax: (770) 416-0848

E-mail slavin@bellsouth.net



For additional information about this position, contact Robert E. Slavin or Barbara Lipscomb at Slavin Management Consultants by phone at (770) 449-4656 or by email at slavin@bellsouth.net.

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.

Citrus County is an Equal Opportunity Employer