

RARE OPPORTUNITY TO SERVE THE RESIDENTS OF

COOPER CITY, FLORIDA

AS THEIR NEXT

CITY MANAGER



About Cooper City, Florida

Cooper City, Florida, incorporated in 1959, is located in Broward County near Fort Lauderdale, the County seat. The City covers 8.34 square miles and has a current population of approximately 34,000. Cooper City is a high quality-of-life residential community widely known for its exceptional schools, low crime, proud and active citizens, political and administrative stability and for its outstanding local parks and sports facilities. This family-oriented community enjoys a high percentage of owner-occupied homes with young families and many school age children. Homes in Cooper City typically sell within days and at premium prices. The City is empowered to levy a property tax on both real and personal properties located within its boundaries. Although mostly built out and land locked, Cooper City also is empowered by State statute to extend its corporate limits by annexation, which occurs periodically when deemed appropriate by the City Commission.

MISSION STATEMENT

TO PROVIDE EXCELLENT SERVICES AND FACILITIES TO SUPPORT A HIGH QUALITY OF LIFE FOR OUR RESIDENTS.



About the Cooper City Government

Cooper City operates under the Mayor/City Commission/City Manager form of government. Policymaking and legislative authority are vested in a City Commission consisting of the Mayor and four other members. The City Commission is responsible, among other things, for passing ordinances, adopting the budget, appointing committees, and hiring both the City Manager and City Attorney. The City Manager is responsible for carrying out the policies and ordinances of the Commission, for overseeing the day-to-day operations of the government, and for appointing the heads of the various departments. The Commission is elected on a nonpartisan basis. Commission members serve four-year staggered terms, with two Commission members elected every two years. The Mayor is elected to serve a four-year term. The four Commission members are elected at-large to represent a certain district within the City. The Mayor is elected at-large.

The City provides a full range of services including police and fire protection through a contract with the Broward Sheriff's Office (BSO); the construction and maintenance of streets and other infrastructure; water and sewer; stormwater; growth management; recreational activities and cultural events. Garbage services are provided through a franchise agreement with a private company. Cooper City operates and maintains 21 neighborhood parks and two sports complexes throughout Cooper City. The neighborhood parks are for the enjoyment and recreational pleasure of all Cooper City residents.

Cooper City employees are all non-union. There are 112 full-time equivalent employees. The City's FY 2019 all funds budget is \$71 million. For additional information about the City of Cooper City, visit www.coopercityfl.org.

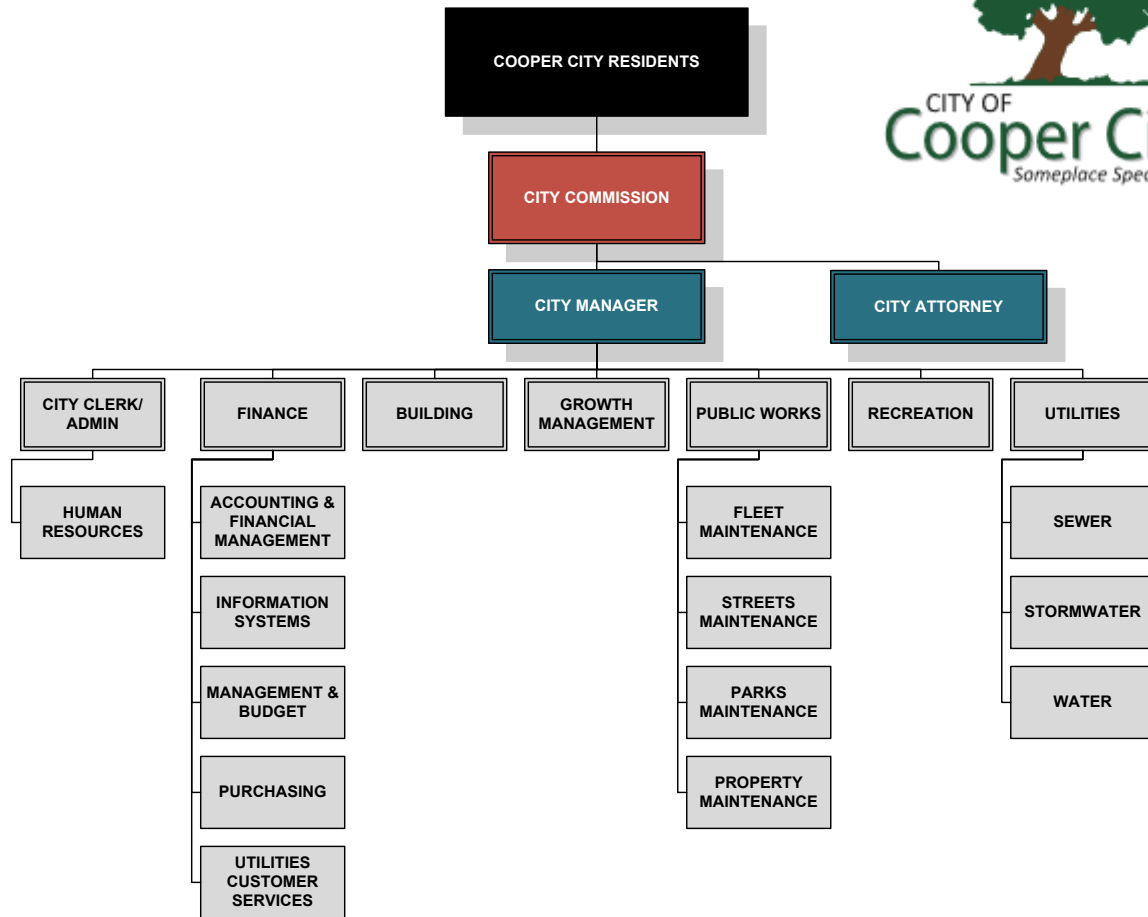
COOPER CITY CITY COMMISSION	
Greg Ross	Mayor
Massimo "Max" Pulcini	District 1
Howard Meltzer	District 2
Jeff Green	District 3
James Curran	District 4

Issues and Opportunities

- Recent changes have led to employee stress requiring that the next City Manager be supportive of staff and work to rebuild staff morale.
- The City Commission is very supportive of the current City staff as well as of the Mayor/City Commission/Manager form of government.
- Ensure that the City is always thoroughly prepared for hurricanes and other potential disasters.
- Secure approximately \$3 million of FEMA reimbursement funds owed to the City.
- The City has recently brought its major infrastructure up to date.
- Cooper City has no debt.
- Ensure that the City's fund balance is and remains at an adequate level
- Cooper City is approximately 93% built out and has no possible significant future annexations.
- Police, Fire and Code Enforcement are all provided by contract with the Broward County Sheriff's Office (BSO) – approximately 70% of the City's General Fund Budget supports the BSO contract.
- The BSO contract is up for renewal this year – successful renegotiation of this contract for both cost containment and administrative oversight improvements are important.
- Cooper City provides a very high level and quality of services. To support this, the City's millage rate is relatively high but it covers almost all service costs unlike nearby municipalities which lower millage rates but charge fees for service.
- The total cost Cooper City citizens pay for municipal government compares favorably with neighboring communities.

COOPER CITY

ORGANIZATIONAL CHART



About the City Manager

Under the general direction of the City Commission, the City Manager performs executive level administrative, technical, and professional work. The City Manager has latitude in interpreting municipal policy and procedure. Responsibilities include exercising supervision over all municipal employees either directly or through subordinate supervisors and providing administrative direction to the City department directors.

Within assigned responsibilities the City Manager:

- Manages and supervises all departments, agencies, and offices of the City to achieve goals within available resources.
- Plans and organizes workloads and staff assignments; trains, motivates, and evaluates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.
- Provides professional advice to the City Commission and department heads; communicates official plans, policies, and procedures to councils, boards, and the general public.
- Assures that assigned work is performed with established budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal policy control; prepares annual budget requests, assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Continually monitors and improves policies, processes and procedures to improve efficiency and effectiveness of operations.



- Prepares and submits a preliminary annual City budget and administers the adopted budget.
- Prepares and submits a variety of studies, reports, and related information to the City Commission for recommendations and decision-making purposes.
- Ensures all laws and ordinances are faithfully performed.

Job Requirements include:

A Bachelor's Degree (Master's Degree preferred) in Public Administration, Business Administration or related fields from an accredited college or university and ten (10) years of experience in local government management with at least three (3) years experience as a city manager or assistant city manager. Some private sector experience would be a plus.

Compensation for the City Manager will be highly competitive and will include an excellent benefit package. The City is prepared to pay reasonable and customary moving expenses. City residency is not required.

Characteristics of the Ideal Candidate:

- Exceptional interpersonal skills
- Communicates clearly and concisely both in writing and verbally
- Not politically motivated but politically astute and sensitive



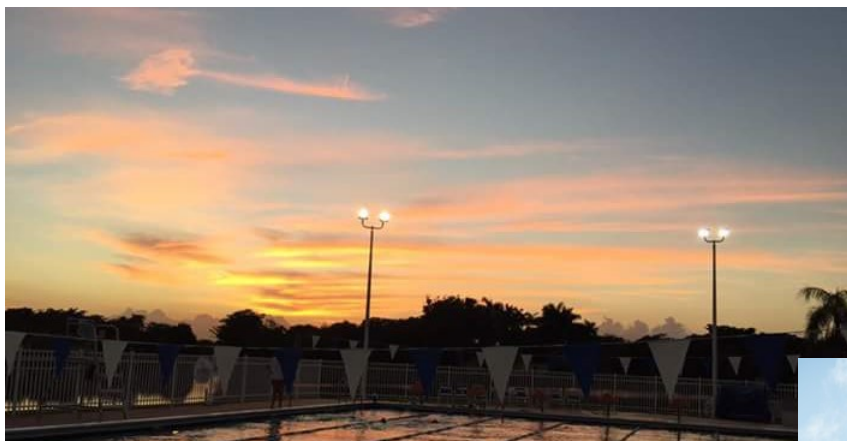
- A strong self-confident leader who trusts, supports and empowers staff and does not micromanage; however, stays on top of what's going on and takes charge as needed
- Will readily take control in emergencies
- Earns and maintains the City Commission's trust
- Always transparent and straight forward particularly with the City Commission – not a vote counter
- Provides the City Commission with thorough staff work complemented by sound recommendations with options
- Committed to Cooper City and prepared to make a long-term commitment to the City
- Understands modern technology and embraces it as a tool to improve the quality and or efficiency of municipal services
- Committed to *Continuous Quality Improvement* and not change for change sake
- Is available and accessible to citizens

Compensation: The beginning salary will be negotiable depending on the experience and qualifications of the selected candidate. Cooper City provides excellent benefits including: 100% paid medical, vision and dental plans for employee, 70% toward family medical coverage, Florida State Retirement System, Optional 457K Deferred Compensation plan, free admission to City recreation and fitness facilities, comprehensive generous paid time off benefits and more.

To Apply: The position will remain open until filled and the process will move forward upon receipt of an adequate pool of well qualified applicants. If interested, please email your resume and cover letter with your current salary to slavin@bellsouth.net. For best results, please respond by May 3, 2019. For additional information about this opportunity, contact Robert E. Slavin, President at (770) 449-4656 slavin@bellsouth.net.



AN EQUAL OPPORTUNITY RECRUITER AND EMPLOYER



Flamingo West Park

