

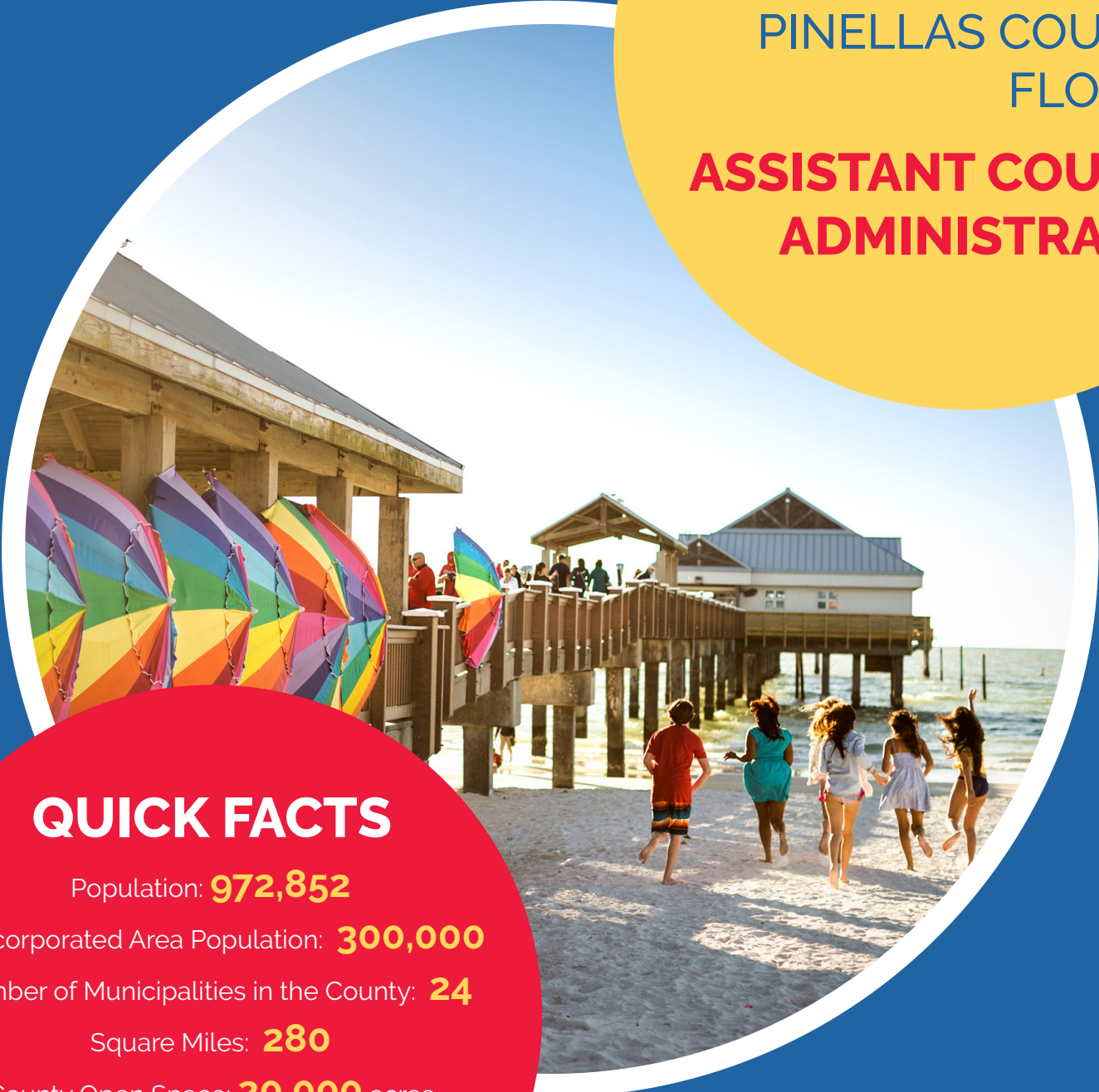


PINELLAS COUNTY, FLORIDA ASSISTANT COUNTY ADMINISTRATOR



PINELLAS COUNTY, FLORIDA

ASSISTANT COUNTY ADMINISTRATOR



QUICK FACTS

- Population: **972,852**
- Unincorporated Area Population: **300,000**
- Number of Municipalities in the County: **24**
- Square Miles: **280**
- County Open Space: **20,000** acres
- Median Household income: **\$66,472**
- Number of Households: **516,324**

Pinellas County, FL (pop. 970,600) is recruiting for an Assistant County Administrator (ACA) who is a proven leader and collaborator with the highest ethical standards. Successful candidates will have experience in the policy and administrative oversight of multiple, complex operations in a large organization. The County is seeking innovative, progressive and highly energetic candidates to move complicated projects forward within a multi-stakeholder environment. Candidates must be proactive, have strong interpersonal skills and possess well-developed strategic planning abilities.

ABOUT PINELLAS COUNTY



Nestled in Florida's Gulf Coast, Pinellas County is a vibrant coastal gem, encompassing 24 unique municipalities, including St. Petersburg and Clearwater. Renowned for its stunning beaches, thriving arts scene, and year-round sunny weather, Pinellas County offers an exceptional quality of life. Its 35 miles of sandy beaches and 11 barrier islands are not only a haven for beachgoers but also host to a rich variety of wildlife, including sea turtles and bobcats. The county's appealing climate supports year-round outdoor activities like boating, fishing, and golfing.

With a population of nearly 973,000, the county is a dynamic blend of scenic beauty and urban sophistication. Its 35 miles of pristine beaches and abundant natural spaces provide a perfect backdrop for outdoor enthusiasts and beachgoers alike. The county's economic vitality is underscored by its bustling cities, diverse cultural offerings, and robust tourism industry, which draws 6.5 million overnight visitors annually.

Pinellas County is more than just a picturesque destination, it's a community where innovation and tradition intersect. The County's dynamic economy supports a diverse mix of industries, including high-tech, advanced manufacturing, tourism, and the creative arts. With a highly skilled workforce, robust infrastructure, and strong regional and global connectivity, Pinellas County has the third largest base of manufacturing employment in Florida featuring robust economic activity in aviation and aerospace, medical devices, tech industries, and other Fortune 500 companies. The county also boasts a rich cultural landscape. Residents and visitors enjoy a variety of activities,

from exploring the Clearwater Marine Aquarium and the Salvador Dalí Museum to participating in vibrant arts festivals and enjoying world-class dining. Pinellas County is also a hub for recreation and sports such as the Tampa Bay Rays in St. Petersburg, and Philadelphia Phillies and Toronto Blue Jays spring training in Clearwater and Dunedin.

As a key part of the Tampa-St. Petersburg-Clearwater Metropolitan Area, Pinellas County benefits from its strategic location, blending the charm of small-town living with the excitement of metropolitan amenities. Its commitment to environmental stewardship, regional collaboration, and sustainable growth makes it a unique and attractive place to live, work, and play.



THE COUNTY ORGANIZATION

Pinellas County is governed by the Board of County Commissioners (BCC), which serves as the primary legislative and governing body. The board consists of seven members elected to staggered four-year terms, with four commissioners elected from single-member districts and three elected at-large but residing in specific districts. The BCC adopts local laws, approves the county budget, sets property tax rates, and establishes overall county policies. The BCC appoints a county administrator to implement policies and manage daily operations.

The county government also includes five independently elected constitutional officers: the Clerk of the Circuit Court, the Sheriff, the Tax Collector, the Property Appraiser, and the Supervisor of Elections. These officers manage their respective departments, ensuring essential services such as law enforcement, property appraisal, tax collection, and election management.

There are approximately 5,800 employees at Pinellas County, including the constitutional officers. The County Administrator oversees nearly 2,200 of the organization's employees across 19 departments, ensuring efficient and fiscally responsible services for residents and visitors. The county's 2024 budget is \$3.8 billion, divided into \$2.8 billion for county operations and \$946.5 million for capital improvement projects.

Pinellas County provides services countywide and is the full-service provider for nearly 300,000 unincorporated residents, in addition to offering many contracted services to area municipalities. The county is dedicated to regional planning, environmental stewardship, sustainability, financial stability, and the protection of over 20,000 acres of open space.

For more information on Pinellas County, visit www.pinellascounty.org. The County's Organizational Chart can be viewed [here](#).



THE POSITION

The Assistant County Administrator is a key executive role responsible for overseeing several county departments and serving as a crucial member of the County Administrator's executive leadership team. There are three ACAs and the Deputy County Administrator/Chief of Staff who are assigned to specific departments and responsibilities that change based on the needs of the County. This position is expected to oversee the Department of Administrative Services (Facilities and Real Property, Fleet Management, Purchasing and Risk Management) Airport, Communication, Construction Services, Convention & Visitor Bureau, and Economic Development, though the assignment of departments could vary with the background and experience of the selected candidate initially and in the future. In addition, this position will often serve as a liaison of the County Administrator's Office to the five elected constitutional officers.

KEY RESPONSIBILITIES

- Lead and manage major county capital construction projects and programs with a focus on project oversight, economic development and public-private partnerships.
- Supervise and coordinate the operations of multiple County departments.
- Lead multidiscipline cross-functional teams, both internal and external, to achieve positive results.
- Cultivate and maintain strong relationships with public and private sector partners.
- Develop, implement and monitor departmental strategic plans and goals.
- Represent the County Administrator in various capacities as needed.
- Foster a culture of innovation and continuous improvement within the organization.
- Collaborate externally with diverse organizations, including the 24 municipalities within the County.



MINIMUM QUALIFICATIONS

- Master's degree in public administration, public policy, business, or related field.
- At least ten years of progressively responsible experience in local government or similar organization, with significant experience at the senior level successfully interacting with elected officials and other stakeholder groups.
- Must have significant experience managing large capital construction projects.
- Demonstrated ability to interact with elected officials, senior staff, boards or commissions and community organizations in the development and implementation of project goals and objectives.
- Strong analytical skills with the ability to examine programs, budgets and proposed policies for efficiencies and effectiveness.
- Strong financial and facilities/asset management skills including significant experience in capital improvements planning and project oversight.
- Strong supervisory skills with demonstrable experience in leading through subordinates, assigning projects with timelines and assuring accountability.
- Experience in effectively making change in an organization with the ability to work with different employee groups to "bring them along" and see the value of the change.
- Experience in leading in a customer service-driven organization that ensures responsiveness to its residents, businesses and other stakeholders.





LEADERSHIP STYLE AND PROFESSIONAL CHARACTERISTICS

- **Strategic Thinker and Consensus Builder** – Ability to partner with internal and external stakeholders to achieve long-term goals, coupled with a willingness to learn and understand operations.
- **Entrepreneurial Work Ethic** – Promotes efficiencies gained through networking, automation and best practices.
- **Comfortable Working in a Fast-Paced Environment** – Tackles and resolves challenges across many projects simultaneously, demonstrating agility in adapting to shifting circumstances or pivoting direction as needed, while simultaneously understanding when issues need to be elevated to the County Administrator.
- **Effective Communicator** – Proficient in both oral and written communication with excellent presentation skills.
- **Approachable, Collaborative and Transparent** – High emotional intelligence fostering trust and productive relationships. Engages with employees and stakeholders in a friendly and open manner, creating an environment where team members feel comfortable sharing ideas and concerns.
- **Leader, Manager, and Mentor** – Capable of cultivating strong relationships within the team that lead to high performing departments, using sound judgment in decision making and personal conduct.
- **Analytical and Problem-Solving Skills** – Ability to analyze complex issues, programs and budgets and propose efficient and effective solutions.
- **Ethical, Honest and Trustworthy** – Demonstrates high moral character and integrity. Provides honest, constructive feedback to achieve desired outcomes.

CHALLENGES AND OPPORTUNITIES

- Few opportunities will showcase your executive acumen and ability to handle a variety of distinctive duties better than working for a diverse and high-performing organization like Pinellas County. You'll be part of a dedicated team of professionals focused on strategic goals and collaboratively striving for results to improve the region.
- You will earn trust from county department heads and elected officials, showing an innate ability for collaboration and forging strong partnerships.
- You will use a proven record of project management to oversee significant planning and construction projects to ensure they remain on-budget and on schedule.
- You'll lead the construction oversight of a \$300+ million new County campus. You will plan, construct and transition the County's main 500,000 square ft., 14 building complex from downtown Clearwater to a centralized facility and location, and the resulting redevelopment of the former facilities.
- In this position, you will lead the review, development and negotiation of key P3 economic and redevelopment projects poised to contribute positively to the local economy.
- You will support the exciting transformation of a former landfill into a regional sports complex that will support the community for decades to come.
- Your administrative and financial expertise will be key in providing ongoing budget oversight and evaluation of internal and external operations, making and implementing recommendations to improve efficiencies.
- You will leverage your expertise in risk management and procurement to ensure the County's operations are both secure and cost-effective, mitigating potential risks while maximizing value for the community.
- You will leverage succession management strategies to develop a diverse pipeline of highly qualified talent and future leaders for the organization, while promoting a culture committed to continuous improvement.



COMPENSATION AND BENEFITS

The Assistant County Administrator is appointed by the County Administrator. The expected starting salary range is \$190,000 to \$220,000 depending on qualifications plus an excellent [benefits package](#), including participation in the Florida State Retirement System.

HOW TO APPLY

Interested candidates should submit a cover letter, résumé and contact information for five work-related references via the online portal found at www.GovHRJobs.com. First review of candidates is September 27, 2024. Open until filled. For questions or more information contact GovHR / MGT Executive Vice President Mary Jacobs at 847-380-3240 ext. 117 or Senior Vice President Mike Brethorst at 847-380-3240.



GOVERNMENT IN THE SUNSHINE

Florida's Sunshine Law provides a right of access to governmental proceedings of public boards or commissions and the Florida Public Records Act extends the right of access to include all documents and other materials made or received in connection with official government business.

The law has many implications pertaining to how the County conducts business in areas such as record retention, responding to public record requests, data classification, and ensuring meeting minutes are recorded. Pinellas County is dedicated to building and maintaining public trust by keeping government open and accessible to the citizens it serves and complies with all provisions of the law.

Pinellas County is an equal opportunity employer.

