

THE CITY OF  
**HOLLYWOOD, FLORIDA**



INVITES YOUR INTEREST IN THE POSITION OF

**DEPUTY DIRECTOR  
PUBLIC UTILITIES / FINANCE**



# HOLLYWOOD, FLORIDA — AN OUTSTANDING OPPORTUNITY



## THE COMMUNITY

Rich in history and poised for the future, the City of Hollywood is located within minutes of the second busiest cruise port in the world and adjacent to Fort Lauderdale Hollywood International Airport. It is strategically located between Fort Lauderdale and Miami insuring convenience and access while offering a corporate and residential lifestyle all its own. The City is home to approximately 150,000 residents and has a total area of 31 square miles and is the twelfth largest city in Florida.

Joseph W. Young founded the city in 1925. Young had a vision of having lakes, golf courses, a luxury beach hotel, country clubs, and a main street, Hollywood Boulevard; Hollywood is a planned city. On Hollywood Boulevard is the Mediterranean-style Joseph Young Mansion, built around 1921, making it one of the oldest houses in Hollywood.

Hollywood is filled with parks, golf courses, and sandy beaches that run for more than five miles. The famous Hollywood Beach is known for its great boardwalk that extends about 2.5 miles along the Atlantic Ocean. Parking is available on side streets or in parking garages, and public trolleys run through the day. Countless restaurants and hotels line the boardwalk along with a theatre, children's playground, and many other attractions including bicycle rental shops, ice cream parlors, souvenir shops, and a farmer's market. Many of the restaurants offer outdoor seating for patrons to enjoy the sea breeze and scenery. The boardwalk is vibrant and lively and is a scenic place for walking and jogging; there are also bike lanes for bicyclists and rollerblades. In the evenings, many restaurants and the bandshell off Johnson Street showcase musicians and spontaneous dancing may occur on the boardwalk.

Hollywood is made up of 32 public and charter schools with 13 private schools. The public schools are operated by the Broward County Public Schools.

**Learn more about the City of Hollywood by visiting:**

**[www.hollywoodfl.org](http://www.hollywoodfl.org)**

## THE MUNICIPAL GOVERNMENT

The City Charter prescribes that Hollywood operate under the Commission/Manager form of government. Policy-making and legislative authority are vested in the City Commission, which consists of a Mayor and six Commissioners. The Mayor is elected at-large, and the Commissioners are elected by district on a non-partisan basis to four-year concurrent terms.

The Commission is responsible for, among other things, passing ordinances, adopting the budget, approving labor contracts and expenditures, appointing committees and hiring the City Manager and City Attorney. The City Manager is the final appointing authority for all other City employees and is responsible for exercising control over all Departments and Offices. The total Budget for Fiscal year 2020-2021 is \$567,542,781 and there are 1,305 full-time City employees including Police, Fire, Public Works, and a regional Public Utility.

## DEPUTY DIRECTOR – PUBLIC UTILITIES / FINANCE

Under the general direction of the Director of Public Utilities plans, coordinates, and directs the functions, staff and activities associated with Public Utilities finances. The work requires the development and administration of financial activities for the Department of Public Utilities including: financial forecasting, accounting, evaluation of retail and wholesale utility rates, budget preparation, development of long term funding plans for capital improvements, cash flow management, and supervision of utility accounting and finance staff. The work also requires the administration of contracts for utility service on a retail and wholesale basis. The employee is responsible for inventory control of the utility's equipment and parts warehouse. The work is characterized by a high degree of judgment, discretion, and initiative

## ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Manage the finances and fiscal systems of the Department of Public Utilities to ensure that it attains and maintains current and future financial stability. Determine financial priorities and recommend, establish, and implement policies and procedures as directed by Director. Perform all financial activities in accordance with Generally Accepted Accounting Principles.
- Conducts rate analysis to evaluate scenarios that may affect the revenues and expenditures of the utility.
- On an annual basis, review wastewater wholesale rates and recommend necessary adjustments to the rate based on reconciliation of all pertinent costs. Prepare an annual report for issuance to the wholesale customers depicting capital and operational costs and any necessary rate adjustments.





- Supervise the gathering of data and preparation of the annual and capital operating budgets and financial reports. Assist in the presentation of annual budgets to the City Commission. Coordinate annual audit with outside audit firm.
  - Forecast the financial impact of changes in service area, analyze appropriate relevant revenues and expenditures and determine need.
  - Analyze long-term needs and determine funding availability. Structure the amount and term of debt through appropriate method instruments and to meet State and Federal standards relative to the maintenance of tax-free status, bond rating, and avoidance of arbitrage.
  - Responsible for the supervision of utility warehouse staff and control of department's parts and equipment inventory.
  - Provide training and development to supervised employees to improve job performance, career enhancement, and/or opportunities for promotion. Perform discipline, evaluation, grievance handling, work assignment, and other related supervisory functions for subordinate employees and supervisors.
  - Supervision of other divisions as directed by the Director.
  - Effectively and positively represents the City in delivering and performing work with colleagues and clients, irrespective of gender, race, religion, age, disability, political affiliation or belief, or sexual orientation.
  - Establish and maintain effective and professional relationships with work colleagues, supervisors and managers.
  - Performs related work as required for this position description only.
- Ability to forecast the fiscal impact of changes in service areas.
  - Ability to analyze long-term capital needs and recommend appropriate fiscal investment instruments.
  - Ability to establish and manage a fiscal system and cash management procedures for the utility.
  - Ability to supervise and direct the activities of professional, technical and clerical employees working in diverse areas.
  - Ability to establish and maintain effective working and public relationships.
  - Ability to use a personal computer and implement specialized computer programs.
  - Ability to develop effective policies and procedures and oversee implementation.
  - Ability to establish and maintain effective and professional relationships with work colleagues, supervisors, managers and the public.

## THE IDEAL CANDIDATE'S KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of professional accounting and public finance principles and practices.
- Knowledge of municipal utility fiscal practices.
- Knowledge of and the ability to satisfy the accounting/financial requirements of Generally Accepted Accounting Principles.
- Knowledge of the practices and principles relating to the supervision of staff.
- Skill in preparing and presenting operating and capital budgets.
- Skill in communicating effectively, both orally and in writing.
- Ability to manage the finances of a regional wastewater utility.

## EDUCATION/EXPERIENCE:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Required:

Bachelor's Degree in finance, accounting or a closely related area from an accredited college or university with a degree in finance, accounting or a closely related area; supplemented by ten (10) years of progressively responsible experience in utility finances including at least five (5) years in a supervisory or administrative capacity. At least one year of experience must have involved such activities as: budget preparation, forecasting revenues and expenditures, rate case preparation and presentation, and responsibility for managing debt obligations.

### Preferred:

Certified Public Accountant preferred.

Additional education and experience or an equivalent combination of training and experience may be substituted for the above requirements.

## CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Driver's License: With proof of automobile insurance
- Background Check: Must have an acceptable background record
- Driving Abstract: Must have an acceptable driving record



## COMPENSATION AND BENEFITS

Depending on qualifications and experience, the expected starting salary for the successful candidate will be between **\$88,506.33** to **\$141,610.13** annually, depending on qualifications.

### Employee benefits are competitive and include:

- Medical coverage and dependent coverage.
- Dental plans.
- Retirement Plan with 7 years vesting.
- Annual Vacation Days (25); on the 4/10 schedule it is 20 days (5 weeks).
- Paid Holidays (13).
- Sick Days and Personal Days.
- And More.

## HOW TO APPLY

For additional information on this outstanding opportunity, please contact Dona Higginbotham, Senior Vice President, The Mercer Group, Inc. at, [DHHiggin@att.net](mailto:DHHiggin@att.net)

**Position will remain OPEN UNTIL FILLED**

**Interested and qualified candidates should send a letter of interest and resume to:**

**Dona Higginbotham**  
**Senior Vice President**  
**The Mercer Group, Inc.**  
**Email: [DHHiggin@att.net](mailto:DHHiggin@att.net)**



*Resumes are subject to the provisions of Florida Public Records Statutes*

The City of Hollywood is an Equal Opportunity Employer. The City does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, political ideas, or disability in employment or in the provision of services.

