

***invites your interest in the***

 ***position of***

**COUNTY MANAGER**

**THE COMMUNITY**

**Brevard County** is located halfway between [Jacksonville](https://en.wikipedia.org/wiki/Jacksonville%2C_Florida) and [Miami](https://en.wikipedia.org/wiki/Miami). The County extends 72 miles from north to south and averages 26.5 miles wide on the Florida east coast along the [Atlantic Ocean](https://en.wikipedia.org/wiki/Atlantic_Ocean). Brevard County is home to approximately 600,000 residents, making it the ninth (9th) largest county in Florida. The County has a total area of 1,557 square miles, of which 1,016 square miles is land and 541 square miles is water.

The official [county seat](https://en.wikipedia.org/wiki/County_seat) has been located in [Titusville](https://en.wikipedia.org/wiki/Titusville%2C_Florida) since 1894. A centrally located County Government Center in [Viera](https://en.wikipedia.org/wiki/Viera%2C_Florida) houses the various county government branches, including Juvenile Justice, Housing and Human Services, Solid Waste Management, Public Safety and Public Works.

Brevard County comprises the [Palm Bay](https://en.wikipedia.org/wiki/Palm_Bay%2C_Florida)–[Melbourne](https://en.wikipedia.org/wiki/Melbourne%2C_Florida)–Titusville, Florida [Metropolitan Statistical Area](https://en.wikipedia.org/wiki/Metropolitan_Statistical_Area). Influenced by the presence of the [John F. Kennedy Space Center](https://en.wikipedia.org/wiki/Kennedy_Space_Center), Brevard County is also known as the [Space Coast](https://en.wikipedia.org/wiki/Space_Coast). The county is named after [Theodore Washington Brevard](https://en.wikipedia.org/wiki/Theodore_W._Brevard), an early settler, and [state comptroller](https://en.wikipedia.org/wiki/Florida_Comptroller).

Brevard County works together with the federal and state government to control pollution and preserve wetlands and coastal areas through lands dedicated to conservation and wildlife protection. There are 250 square miles of federally protected [wildlife refuges](https://en.wikipedia.org/wiki/Wildlife_refuge). These lands include [Merritt Island National Wildlife Refuge](https://en.wikipedia.org/wiki/Merritt_Island_National_Wildlife_Refuge), the [Canaveral National Seashore](https://en.wikipedia.org/wiki/Canaveral_National_Seashore), the [St. Johns National Wildlife Refuge](https://en.wikipedia.org/wiki/St._Johns_National_Wildlife_Refuge), the [Archie Carr National Wildlife Refuge](https://en.wikipedia.org/wiki/Archie_Carr_National_Wildlife_Refuge), several conservation areas managed by the [St. Johns River Water Management District](https://en.wikipedia.org/wiki/St._Johns_River_Water_Management_District), Brevard County's Environmentally Endangered Lands Program Sanctuaries, and lands dedicated by the State as conservation areas.

Higher education is provided by [Eastern Florida State College](https://en.wikipedia.org/wiki/Eastern_Florida_State_College) (EFSC) and [Florida Institute of Technology](https://en.wikipedia.org/wiki/Florida_Institute_of_Technology). There are [satellite campuses](https://en.wikipedia.org/wiki/Satellite_campus) for the [University of Central Florida](https://en.wikipedia.org/wiki/University_of_Central_Florida), [Barry University](https://en.wikipedia.org/wiki/Barry_University), [Embry–Riddle Aeronautical University](https://en.wikipedia.org/wiki/Embry%E2%80%93Riddle_Aeronautical_University), [Keiser University](https://en.wikipedia.org/wiki/Keiser_University), and [Webster University](https://en.wikipedia.org/wiki/Webster_University). Elementary and secondary education is provided by the Brevard Public Schools and private schools. In 2011, six public schools were ranked by the state in the top ten schools in the state, out of 2,800. There was one list each for primary and secondary schools.

Learn more about Brevard County by visiting:

[**www.brevardfl.gov**](http://www.brevardfl.gov)

**BREVARD COUNTY GOVERNMENT AND THE POSITION**

Brevard County operates under a Home Rule Charter form of Government. The Board of County Commissioners, the Legislative Branch of the County Government, is composed of five (5) members, each elected from one of the five (5) electoral districts. By a majority vote, the Board appoints and can remove the County Manager and County Attorney. The establishment and adoption of policy shall be the responsibility of the Board of County Commissioners and the execution of that policy shall be the responsibility of the County Manager. Of the $1,055.3 million FY 2016-2017 County Budget, $898,445,000 and approximately 2,300 employees are under the Board of County Commissioners and the responsibility of the County Manager.

**ABOUT THE CANDIDATE**

The Board of County Commissioners is looking for a strong, experienced professional manager who is comfortable working with people from all walks of life. The successful candidate will have outstanding communication skills, be a leader who is inspirational and understand the need to keep the Board Members equally well informed with unfiltered information, readily sharing information and promoting transparency. The new manager will be comfortable telling the Board Members what they need to hear and not just what they want to hear. Brevard County is an involved community so he/she will need to be friendly, outgoing with a sense of humor and a sincere commitment to diversity. The Board Members are looking for someone who will represent the County, maintain an open-door policy, enjoy community involvement and become well known in the community.

The new County Manager of Brevard County will possess a Bachelor’s degree and a Master’s degree in Public Administration, Business Administration or a related area with substantive CEO or top level management experience in a county, municipal or other government organization comparable to Brevard County. Applicants with extensive experience as a CEO and/or Manager/Administrator in a comparable private sector organization are desirable; private sector experience is a “plus.” The new County Manager will be a member in good standing or eligible for membership with ICMA.

The new County Manager will have the following **Knowledge, Skills, and Abilities:**

* Must be politically astute without being politically involved.
* Must be professional yet have a “thick skin.”
* Well-versed with a working knowledge of Finance and Budgeting
* Hands-on and practical knowledge of public safety services including Fire Rescue.
* Hands-on and practical knowledge of government owned Utilities and Sanitation services, including water quality knowledge.
* A demonstrated knowledge of Economic Development.
* Hands-on and practical knowledge of business retention and business development.
* As Brevard County is a year-round Tourism destination for many, the ideal candidate will have working knowledge of Nature and Heritage Based tourism promotion and an overall understanding of tourism development.
* A good grasp of Community Redevelopment Agencies.
* A demonstrated understanding of Tax Increment Financing.
* Knowledge and understanding of Federal Emergency Management Agency (FEMA) disaster preparedness and disaster recovery policies and procedures.
* A demonstrated ability to successfully work with County Constitutional Officers, other legislative bodies, elected and appointed officials; Municipal, State and Federal.
* Administrative management skills to work independently.
* Ability to communicate effectively, both verbally and in writing, and to prepare accurate and concise reports and correspondence.
* Ability to develop short and long term capital improvement plans, projects and budgets.
* Ability to perform other reasonably related duties as assigned by the Board of County Commissioners.

In accordance with Brevard County Ordinances, the county manager shall:

* Administer and carry out the directives and policies of the board of county commissioners and enforce all orders, resolutions, ordinances and regulations of the board to assure that they are faithfully executed.
* Report to the board on action taken pursuant to any directive or policy within the time set by the board and provide an annual report to the board on the state of the county, the work of the previous year, and any recommendations as to actions or programs he deems necessary for the improvement of the county and the welfare of its residents, to include any additional costs to result from such recommendations.
* Provide the board, or individual members thereof, upon request, with data or information concerning county government and to provide advice and recommendations on county government operations to the board.
* Prepare and submit to the board of county commissioners for its consideration and adoption an annual operating budget, a capital budget and a capital program.
* Establish the schedules and procedures to be followed by all county departments, offices and agencies in connection with the budget and supervise and administer all phases of the budgetary process.
* Prepare and submit to the board after the end of each fiscal year a complete report on the finances and administrative activities of the county for the preceding year and submit the manager's recommendations.
* Supervise the care and custody of all county property.
* Recommend to the board a current position classification and pay plan for all positions in county service.
* Develop, install and maintain budgeting, personnel, legal and purchasing procedures.
* Organize the work of county departments and review the departments, administration and operation of the county and make recommendations pertaining thereto for reorganization by the board, to include any additional costs resulting from such action.
* Select, employ and supervise all personnel and fill all vacancies, positions or employment under the jurisdiction of the board. However, the employment of all department directors and assistant managers shall require confirmation by the board of county commissioners. This subsection does not apply to the office of the county attorney.
* Suspend, discharge or remove any employee under the jurisdiction of the board pursuant to procedures adopted by the board.
* Negotiate leases, contracts and other agreements, including consultant services, for the county subject to approval of the board, and make recommendations concerning the nature and location of county improvements.
* Order, upon advising the board, any agency under the manager's jurisdiction as specified in the administrative code to undertake any task for any other agency on a temporary basis if the manager deems it necessary for the proper and efficient administration of the county government to do so.
* Perform such other duties as may be required of the manager by the board of county commissioners.

**RESIDENCY**

The County Manager will be expected to establish residency within Brevard County within six months of appointment.

**COMPENSATION AND BENEFITS**

The salary for the most recent County Manager was $188,000 annually. The Board of County Commissioners is committed to a starting salary that will be market competitive, depending on the experience and qualifications of the selected individual. In addition, the Board expects to provide an excellent fringe benefit package to the successful candidate. Reasonable relocation expenses will also be negotiable with the successful candidate.

**HOW TO APPLY**

For additional information on this outstanding opportunity, please contact W. D. Higginbotham, Jr., Senior Vice President, The Mercer Group, Inc. at 727-214-8673, WDHiggin@mercergroupinc.com

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

**electronically by 5:00 PM Eastern Time on June 9, 2017, to**

**W. D. Higginbotham, Jr.**

**Senior Vice President**

**The Mercer Group, Inc.**

**Email -** **WDHiggin@mercergroupinc.com**

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

*Brevard County, Florida, is an Equal Opportunity Employer. Brevard County 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.*

**M** The Mercer Group, Inc.