



## **HERNANDO COUNTY, FLORIDA**

**invites your interest in the position of**

### **DEPUTY COUNTY ADMINISTRATOR**

Hernando County, together with Pasco, Hillsborough, and Pinellas counties to the south comprise the Tampa St. Petersburg-Clearwater Metropolitan Statistical Area, and along with various combinations of Manatee and Sarasota counties further south, Citrus County to the north, and Polk County to the southeast is often referred to as the Tampa Bay Area. As of 2005, Hernando was the 35th fastest growing county in the country. Its 2010 population was 172,778. Current population is 206,896. Its county seat is Brooksville and its largest community is unincorporated Spring Hill.

Blessed with inspiring natural beauty, arts, history and culture, and an appealing climate, Hernando County has excellent schools and the environment for raising children could not be better. As one of the last remaining areas of the "Real Florida," Hernando County features preserved natural settings that invite you to take a deep breath and enjoy.

From visiting one of the newest state parks in Florida to finding your favorite fishing spot, Hernando County provides an abundance of back-to-nature activities for anyone craving a relaxing or adventurous outdoor experience.

One can discover that perfect fishing spot on Hernando's Withlacoochee River or the crystal-clear waters of the Gulf Coast; hire a boat captain find a marina or bait shop and fish to your heart's content. Cluck, purr, and yelp while stalking a long-bearded Florida wild turkey in the Withlacoochee State Forest. The Wildlife Management Area in WSF — named as one of "Florida's Top Five Public December Deer Hunts" by Florida Game & Fish Magazine.

Trek through Hernando's elaborate state parks system, national forests and wildlife refuges such as the Chassahowitzka National Wildlife Nature Center, all perfect for camping.

Take a walk, hop on a bike, put on the skates...The Withlacoochee State Trail is a Greenways & Trails gem. From the Ridge Manor Trailhead, enter the mellow world of the Withlacoochee State Forest and Croom Wildlife Management Area. The paved trail passes through a section of cypress swamp that provides habitat for deer, gators, raccoons and wild turkey.

Don't let the cozy, relaxing feel of Hernando County fool you. When it comes to things to do in the county, it's not all lazy days and lemonade; there are plenty of fun and adventurous activities worth climbing out of the hammock for.

The Weeki Wachee live mermaids at the Weeki Wachee Springs State Park -- Hernando County's most famous attraction — have been providing underwater entertainment for over 60 years. Enter the underground theatre of Florida's newest state park to watch real mermaids lip-sync, eat bananas, drink cola and dance ballet – all while under water.

After enjoying Weeki Wachee's live mermaids, play with the kids at (or cool off at) Buccaneer Bay — Florida's only spring-fed water park — for waterslides, beach volleyball, sandy beaches and lots of family fun.

For additional information, visit:

[www.en.m.wikipedia.org/hernandocounty](http://www.en.m.wikipedia.org/hernandocounty)

[www.HernandoCounty.us](http://www.HernandoCounty.us)

## **HERNANDO COUNTY LEADERSHIP TEAAM**

The Hernando County Senior Leadership Team consists of the County Administrator, Deputy County Administrator and nine (9) of the County's department directors.

The Team works together to carry out the directives and policies of the Board of Commissioners as well as serve the citizens of Hernando County.

The Senior Leadership Team and their staff work very hard to make Hernando County a beautiful place to live, work and play for all.

## **THE DEPUTY COUNTY ADMINITRATOR**

Hernando county has approximately 900 employees, and an annual budget of \$661,903,567.

The Deputy County Administrator plays a critical role on the County management team by assisting the County Administrator in making major financial, administrative, and policy recommendations to the Board of County Commissioners.

This position functions in the role of Chief of Staff for the County Administrator with independent authority to direct line and staff managers to provide administrative direction, planning and personnel management of all departments.

General management work requiring top level management skills and knowledge of local government functions and policies to ensure daily operations are efficient and citizen needs are being met.

The Deputy County Administrator:

- Leads a team of dedicated department heads who work collaboratively to address and strategically prepare for County initiatives and challenges.
- Accountable to the County Administrator for all departments, programs and services of the Board of County Commissioners, and for the County Administrator in the absence of the County Administrator.
- Assists the County Administrator in carrying out the directives and policies, as well as enforcing all orders, resolutions, ordinances, and regulations of the Board of County Commissioners.
- Accountable for the management function of planning, organizing, leading and controlling for all departments, programs and services under the County Administrator with emphasis in coordination and measurement of the core services of public works, utilities, planning and

development.

- Accountable for directing work assignments and for establishing/assigning projects and staff work on behalf of the County Administrator, monitoring for completeness, and assessing results.
- Reviews operations and recommends cost savings/efficiency measures to the County Administrator.
- Initiates and carries through to completion special programs and projects, as assigned by the County Administrator.
- Allocates human, financial, and other resources within to achieve organizational objectives.

### **THE IDEAL CANDIDATE**

The ideal candidate will have a strong background in government budgeting and finance, policy development and labor relations and will have demonstrated success in forging intergovernmental relationships and leading strategic planning efforts with staff and elected officials through a collaborative team approach.

In evaluating applicants for this position, the County will be looking for candidates who have the following characteristics and competencies, to:

- Confidence, energy, and enthusiasm necessary along with the ability to set clear expectations and focus on data driven results and desired outcomes, to move projects forward to completion.
- Be politically astute and recognize and champion the County's diversity, vibrant cultures, populations, and visions of Hernando County
- Responds to citizens; complaints by determining appropriate County action to resolve issues.
- Assists in all activities relating to the preparation and presentation of the annual budget and budget administration.
- Supervises daily activities of Department Directors and Managers to monitor interpretation and implementation of policy and to assure adherence to all applicable federal, state and local laws and ordinances.
- Prepares and presents agenda items to the Board of County Commissioners.
- Prepares for the County Administrator on-going progress reports on major projects.
- Develops and maintains positive relationships with the Board of County Commissioners, department managers, and the community as an extension of the County Administrator.

## **THE SUCCESSFUL CANDIDATE**

The successful candidate will possess a Bachelor's degree in Public or Business Administration from an accredited college.

Master Degree in Public or Business Administration, preferred.

Minimum of seven (7) years highly responsible experience in a municipal/county setting and at least three (3) years in a senior management position with management/supervisory experience.

Residency at the discretion of the County Administrator.

An equivalent combination of education, training and experience may be substituted at the County's discretion.

### **Successful candidate must:**

- Have valid Florida driver's license and
- Be insurable by current insurance carrier.

## **COMPENSATION AND BENEFITS**

The salary range for the Deputy County Administrator is: \$115,827 - \$176,092, depending on qualifications and experience.

Employee benefits are competitive, generous and include:

- Medical and Life Insurance.
- Dental and vision plans.
- Cafeteria Plan
- Retirement plan options.
- Generous Sick and Vacation Annual Leave.
- And More.

## **HOW TO APPLY**

A letter of interest and comprehensive resume should be sent to: [DHHiggin@att.net](mailto:DHHiggin@att.net)

**Closing Date: Position is Open Until Filled**

Resumes are subject to the provisions of Florida Public Records Statutes

Hernando County an Equal Opportunity Employer. Hernando 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.