



# Assistant County Administrator

Pinellas County, Florida

## The Next Big Thing in Your Life

Pinellas County is recruiting for a proactive, dynamic, strategic thinking executive to assist the County Administrator in developing and overseeing the implementation of important County programs and services aimed at maintaining a high quality of life for our citizens and enjoyment for our visitors.

We encourage qualified and enthusiastic executives to participate in our selection process for an Assistant County Administrator.

## The Position

The Assistant County Administrator (ACA) position is a highly visible and integral part of the County Administrator's executive leadership team. This position assists and supports the County Administrator by:

- Effectively leading project/programs that will have significant impacts on the vitality and economic viability of the County.
- Leading large multidiscipline cross functional teams, both external and internal, to achieve positive results.
- Establishing good business relationships with both public and private sector concerns.
- Establishing and meeting strategic goals.
- Overseeing several large operating departments.

The successful candidate will be supported by an engaged executive leadership team and elected officials. Our team is committed to addressing

challenges collaboratively, assertively, and with a strong determination to achieve significant, and on many occasions, life changing results. We value our employees, so ensuring engagement and collaboration at all levels of employment is a critical skill/responsibility of the position.

The incumbent may act on behalf of, or represent, the County Administrator at various functions. The position will also provide managerial oversight of several departments. The ideal candidate must demonstrate and be dedicated to achieving goals and creating an effective working environment for our 2,300 employees. The ACA regularly supervises and coordinates the operation of assigned County departments and coordinates the County's strategic planning process objectives. The position leverages 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. The ACA is expected to provide honest and constructive feedback in order to achieve desired results and outcomes.

The successful candidate must be a strategic thinker and consensus builder who possesses strong leadership and communication skills, as well as experience in conducting negotiations, developing inter-governmental agreements, strategic planning, and the ability to manage, communicate and implement the County's vision, mission, and purpose at all levels in the organization. This position will also require extensive external collaboration with diverse organizations which include the 24 municipalities within the County.

## Qualification Criteria

The following education, experience, leadership, and management criteria have been identified as important skills and abilities for candidates.

Minimum requirements: a master's degree in public administration, business administration, or related fields along with at least ten years of progressively responsible experience in local government or similar organization, with significant experience at a senior level interacting with elected officials and other stakeholder groups.

- Candidates must be comfortable working effectively in a fast-paced environment, with a record of handling a wide variety of projects at one time and with the ability to change course or direction.
- Candidates must demonstrate significant accomplishments in complex project management with the ability to interact with elected officials, senior staff, boards or commissions and community organizations in the development and implementation of project goals and objectives.
- Candidates must have strong analytical skills with the ability to examine programs, budgets and proposed policies for efficiency and effectiveness.
- Candidates must approach local government with a desire to improve processes and procedures in a thoughtful way that inspires managers and other affected employees. A generalist background in municipal operations is desired.
- Candidates must have strong financial and asset management skills including significant experience in capital improvements planning.
- Candidates must have strong supervisory skills with demonstrable experience in leading

through subordinates, assigning projects with timelines and ultimate accountability for effective implementation.

- Candidates must have experience in leading in a customer service-driven organization that ensures responsiveness to its residents, businesses, and other stakeholders.
- Candidates should have an entrepreneurial work ethic that promotes efficiencies gained through networking, automation, and best practices; these resources will ensure the implementation of contemporary cutting-edge programs and processes.
- Candidates must be strategic and “big picture” in his or her general approach yet have a willingness to learn and understand the County's business operations.
- Candidates must demonstrate an approachable style, one that communicates effectively and with foresight and strategic planning in mind.
- Candidates must use sound judgment in decision making and in the conduct of their daily duties, serving as a role model for other employees.

## Compensation and Benefits

The Assistant County Administrator is appointed by the County Administrator. The starting salary range is \$180,000 to \$210,000 with an excellent benefits package. To learn more, visit [www.pinellas.gov/what-we-offer](http://www.pinellas.gov/what-we-offer).

## How to Apply

Apply by May 24, 2024 by emailing your resume and cover letter to Rodney Marion at [rmarion@pinellas.gov](mailto:rmarion@pinellas.gov).

PINELLAS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

EOE/AA/ADA/DFW/VP: Certain servicemembers and veterans, and the spouses and family members of the servicemembers and veterans, receive preference and priority in employment by the state and are encouraged to apply for the positions being filled. 4/26/24

WORK.  
GROW.  
MATTER.

[www.pinellas.gov/opportunities](http://www.pinellas.gov/opportunities)







# Pinellas County, Florida

Located in the Tampa Bay region, and home to St. Petersburg and Clearwater, Pinellas County offers a unique blend of lifestyle, career opportunities, and recreational options that make it an attractive place to live, work, and play. While known for beautiful beaches, cultural attractions, and a vibrant arts scene, Pinellas County is also home to a thriving local economy, especially within the health care, technical, electronic, and data industries.

The year-round sunny weather and outdoor activities like boating, fishing, golfing, camping, and hiking make it an ideal setting for those seeking an active lifestyle. Sports are also a major attraction and industry for Pinellas County. We are home to the professional baseball team, the Tampa Bay Rays. The cities of Clearwater and Dunedin host spring training for the Philadelphia Phillies and Toronto Blue Jays, respectively.

Pinellas County, with a population of 970,000, is the 7th largest of the 67 counties in the state of Florida. Pinellas is a unique blend of rural communities in the northern portion of the County and more urbanized, metropolitan in the southern portion. Overall, Pinellas County's combination of amenities, job offerings, and leisure options make it a desirable location for anyone looking to achieve an enjoyably balanced lifestyle.

As a leader in local government, Pinellas County offers a unique and exciting opportunity for experienced professionals to make a real impact on the lives of residents and visitors alike. If you're ready to make a difference in the lives of others and join a forward-thinking local government, consider pursuing a position with Pinellas County Government today.

