



The City of Arcadia is seeking an accomplished, experienced professional to be our next City Administrator.

The Community

The City of Arcadia was established in 1886 and is the only incorporated area within DeSoto County. Arcadia is a small rural based community located in South Central Florida. Known for the Arcadia All-Florida Championship Rodeo, historic downtown antique district, Annual Watermelon Festival, car shows and other events, Arcadia has that classic small town feel. Arcadia is four square miles with a population of 7,637 (2000 US Census). The 1990 population (US Census) was 6,962.

Arcadia is centrally located at the crossroads of 17 and 70 and is not far from Sarasota and Port Charlotte. It is about one hour from Fort Myers and an hour and half from Tampa, two hours from Orlando and West Palm. Gulf beaches are just a short hour's drive from this quaint little town.

Information about the City of Arcadia is also available at:

[http://en.wikipedia.org/wiki/Arcadia, Florida](http://en.wikipedia.org/wiki/Arcadia,_Florida)

The City of Arcadia offers the following services through departments and city owned facilities:

Arcadia Municipal Airport (225 Acres, Uncontrolled Airspace, Enterprise Fund)

Golf Course (18 holes, 113 Acres)

Golf Pro Shop

Mobile Home Park (117 Units)

Police Department (14 Sworn Police Personnel)

Fire Protection, Ambulance, Building Inspection and Animal Control provided by DeSoto County

Public Works

- Streets
- Sanitation (Enterprise Fund)
- City Garage
- Cemetery
- Parks (52.25 Acres)
 - Lake Katherine
 - The Tree of Knowledge
 - North Arcadia Avenue Complex
 - Lewis Anderson Park
 - McSwain Park
 - Speer Center Complex & Storybook Park

Water / Sewer / Systems (Enterprise Fund)

- Wastewater Department
- Water Treatment Plant
- Water Systems/Sewer Systems
- Utility Billing Department

City Government

The City of Arcadia operates under a Council-Manager form of government. The City Council is composed of five members elected by the qualified voters of the city at large on a non-partisan basis. Council Members are elected for four year terms. The Mayor and Deputy Mayor are elected by the City Council and serve one year terms. Along with the City Attorney and City Clerk, the City Administrator is appointed by a majority vote of the City Council. The City Marshal is an elected position. The City Marshal updates the City Council and City Administrator on financial aspects and safety concerns of the Police Department. The day to day operations of the police department are under the authority of the Marshal, while the financial operations (budget, etc.) are approved by City Council and the City Administrator.

The Mayor serves as the chief executive head of the government with duties as prescribed by law. The City Administrator provides leadership and administrative support to the Mayor and City Council in the administration and execution of policies and objectives formulated by the Mayor and City Council. The City Administrator plans, develops and monitors programs to meet current and future physical, social and cultural needs of the citizens of the City of Arcadia. The City of Arcadia has 49 full-time employees, 26 Police Department employees and 10 part-time positions.

The Position

The City Administrator is the chief administrative official of the city and head of the administrative branch of the city government. Duties are set forth in the City Code. (Attached) The City Administrator is responsible to the City Council for the administration of all affairs of City Government and shall execute the laws and administer the government of the City.

The City Administrator will oversee budget expenditures balanced for FY- 14-15 at \$11.1 million, of which approximately \$4.6 million represents the General Fund budget, \$5.2 million represents Enterprise Fund budgets, \$472,806 represents the Capital Improvements Fund budget and \$820,123 relates to the CDBG (Bridle Path Water/Sewer Project) budget.

The City Administrator is responsible for the appointment and when necessary the removal of all city employees in Administration, Finance, Human Resources, Utility Billing, Code Enforcement and Planning, Public Works, Water and Sewer, Golf Course, Mobile Home Park and Airport. The Administrator oversees each of these departments either directly or through the supervision of department heads. The Administrator will notify the City Council regarding the removal of an employee in order that they may be fully advised of the situation.

The Ideal Candidate

- The ideal candidate must be an outgoing, confident, mature and experienced professional, possessing honesty and high ethical standards.
- The candidate must be someone with initiative and drive who can serve as a staunch advocate for the City of Arcadia. Must lead by example and serve as a role model to staff.
- The candidate must be respectful of others and be positive and approachable with a “can-do” attitude seeking solutions, assets and opportunities. The City Administrator must be open and accessible to citizens, businesses, staff and the entire City Council.
- The candidate must be comfortable in a smaller, rural community and get to know individuals and groups quickly to learn about issues or concerns.
- The candidate must be a thoughtful City Administrator who can size up a situation quickly and accurately and then exercise good judgment in decision making.
- The candidate must have an inclusive management style, a willingness to delegate to professional staff and the ability to withstand pressures brought on by work load and emotionally charged issues.
- The candidate must possess good listening skills and must communicate effectively with the council, public, staff and business community.
- ICMA and FCCMA membership is not a requirement of employment but candidate should be receptive to membership

Education and Experience

A Master’s Degree in public administration, business administration or other public related field is preferred but not required. The position requires the minimum of a Bachelor’s Degree in public administration or business administration from an accredited college or university and must have 2-5 years of progressive, public sector experience. The core of this experience must be at a minimum, 2 years serving as City Administrator, County Administrator or Assistant City/County Manager/Administrator. Florida experience is desirable but not a requirement.

Residency

Residency within the City of Arcadia is desired, but not required. It is required that within 6 months of appointment the City Administrator live in DeSoto county.

Knowledge, Skills and Abilities

- The City Administrator should actively participate and advocate the City’s interest with other agencies on programs, services and activities that benefit the City.
- The City Administrator should be comfortable in a very public arena and be supportive of transparent local government.

- Ability to foster effective Council / Administrator relations. Must be able to facilitate the conversation so that all voices are heard. Must have a strong understanding of the policy arena of the City Council.
- Possess skills in using general management principles and business practices to include budgeting, policy and procedure development, personnel management and supervision.
- Must have strong leadership skills, be innovative and open to new ways of doing things and challenge staff to be open to different ideas and approaches. Must possess effective, consistent delegation skills. Must be willing to hold staff accountable and document performance and correct gaps quickly and effectively.
- The City Administrator will have proven skills in melding current staff with new personnel coming aboard and in developing an excellent management team.
- The City Administrator will play a strong role in identifying new business development, business retention and appropriate development to improve tax base and employment opportunities. Must understand the necessity for growth and be ready to expand the tax base through annexation or other means.
- The successful candidate must demonstrate skills in strategic planning, especially in the area of being inclusive in the development of a plan and be effective supervising staff delivery of desired outcomes.
- The City Administrator must have knowledge of water sewer and other facilities to effectively make decisions. Must understand the community needs and plan and execute improvements to the aging infrastructure. Prioritization of infrastructure projects based on most critical and planning them based on funds available is extremely important.
- Must stay informed of community issues and keep the City Council informed of key issues, even in the case of bad news. Play a facilitative role to make sure all options are addressed and City Council can make informed decisions. Must be able to interact with the community, be capable of listening, identify relevant issues and prepare policy recommendations for the City Council.
- Experience in grant writing and grant management is preferred. The successful candidate will have the ability to identify grants and funding opportunities, stay informed of new opportunities and ensure that the proper grants are applied for in timely fashion, in an effort to utilize city funds most efficiently.

Compensation and Benefits

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Depending upon qualifications, the salary range for this position can be within the range of \$80,000 to \$95,000. Flexibility may occur based on individual experience.

The City of Arcadia's current benefit package includes:

- Health Insurance (Employee. Group coverage available for dependents)
- City contribution to Defined Benefit Pension Plan (with 5% match by employee)
- City contribution to Deferred Compensation Plan with ICMA (7%)

- Life Insurance Policy
- Dental and Vision Care (Paid by employee)
- Paid Holidays (11)
- Vacation leave – amount is negotiated
- And more

Selection Process

Send cover letter, resume and City of Arcadia application to Penny Delaney City Clerk, City of Arcadia, P.O. Drawer 1000, Arcadia, FL 34265 by **5 PM EDT April 2, 2015**. The City employment application may be downloaded from this link: [City of Arcadia Employment Application](#)

The selection process at a minimum will consist of interviews with individual members of the City of Arcadia City Council.

Finalists will be subject to a background screening to include criminal history, driver's license, employment, professional certifications and education verification, credit and financial screening and character reference checks. The successful candidate must have a satisfactory post offer drug/alcohol screening.

It is anticipated that interviews of finalists will occur in early May 2015.

Applications, cover letters, resumes and other materials submitted by applicants and other related are subject to public disclosure pursuant to Florida State Statute 119 (Sunshine Law).

Links to:

- [City of Arcadia Employment Application](#) (Required) :
- Florida State Statute [119](#) and [Sunshine Law](#)
- [2014-15 City of Arcadia Budget](#)
- The City of Arcadia is being assisted by the Florida Senior Advisor Program in this City Administrator search. Information about the Senior Advisor Program may be found at: <http://fccma.org/senior-advisors/>

Exhibits to Profile:

EXHIBIT A: City Code – Division 2 – City Administrator

EXHIBIT B: City Map

EXHIBIT C: City Administrator Attributes Report prepared by FCCMA/ICMA Senior Advisor Program on behalf of the City.