



S. RENÉE NARLOCH
& ASSOCIATES
PROFESSIONAL EXECUTIVE RECRUITMENT



CITY OF TALLAHASSEE, FL

INVITES YOUR INTEREST IN THE POSITION OF

**ASSISTANT GENERAL MANAGER,
UNDERGROUND UTILITIES AND PUBLIC INFRASTRUCTURE
(ENGINEERING DIVISION)**

THE COMMUNITY

Florida's capital city, Tallahassee, is a vibrant, diverse community home to nearly 200,000 residents, several major institutions of higher learning, a thriving business scene, and exceptional outdoor amenities. Named one of the South's Best Cities by Southern Living Magazine, Tallahassee is recognized as a leader in economic development, sustainability, and public service delivery.



Located in the Panhandle of Florida, Tallahassee is a place where college town meets cultural center, politics meets performing arts, and history meets nature—a place where the vibrancy of what to do is matched only by the City's inviting hospitality.

The City of Tallahassee is the county seat and the only incorporated municipality within Leon County. Located only 25 miles from the Gulf of Mexico, the City covers approximately 103 square miles.

Tallahassee is home to Florida State University, Florida Agricultural and Mechanical University, Tallahassee Community College, and several post-secondary/private post-secondary schools. The educational community includes multiple premier research and educational institutions which attract people worldwide.

A historic, vibrant, and naturally beautiful city, Tallahassee fosters a strong sense of community. Tallahassee offers an exceptional quality of life including a stable economy and a low cost of living.

THE ORGANIZATION

The City of Tallahassee has a Commission-Manager form of government. The City Commission is the governing body of the City and consists of the Mayor and four Commissioners. The Commission sets policies and rules by which the City is operated, approves the operating budget, establishes City goals and target issues,

and sets city tax rates. The Commission appoints four officials to administer the duties of the City: City Manager, City Auditor, City Attorney, and City Treasurer-Clerk.

The Mayor and City Commissioners are elected at-large and serve four-year terms. The terms of office are staggered, with elections held in even-numbered years (two seats during Presidential election cycles, and two others plus the Mayor in mid-term election cycles).

The Mayor is considered a "Leadership Mayor" whose role includes presiding at City Commission meetings, serving as the ceremonial head of the government, serving as the official head of the City for civil processes, and executing legal documents. The Mayor has no veto power and represents one vote on the City Commission.

The City of Tallahassee has approximately 2,851 full-time staff and an FY2022 annual budget of \$763 million, including a \$282 million Capital Budget. The City is a full-service city of 24 departments, including Electric & Gas Utility and Underground Utilities and Public Infrastructure (UUPI). The City has a collaborative, solutions-oriented culture and a strong emphasis on customer service. The City is financially stable with excellent bond ratings. The City also has a Community Redevelopment Agency (CRA).

The City provides a full range of municipal services to its citizens. These services include public safety (police and fire), construction and maintenance of streets and sidewalks, stormwater management, parks and recreation, public improvements, planning and zoning, and general administrative services. In addition, the City owns and operates several enterprise funds which include an international airport, a bus system, a golf course, a solid waste collection system, four utilities (an electric generation transmission and distribution system, a natural gas distribution system, a water production and distribution system, and a sewage collection and treatment system), and a stormwater system.

The vision of the City of Tallahassee is a creative

capital city that supports a strong community with vibrant neighborhoods; an innovative economic and educational hub serving diverse and passionate people; and protecting its natural resources and preserving its unique character. Its mission is to be the national leader in delivery of public service.

The City of Tallahassee's values include: honor public trust through ethical behavior; provide exceptional citizen service; lead with integrity at every level; collaborate to reach common goals; invest in employee excellence; and promote equity and celebrate diversity. The City enjoys a collaborative, solutions-oriented culture with a strong emphasis on customer service.

Commission priorities include economic development, impact on poverty, organizational effectiveness, public infrastructure, public safety, public trust, and quality of life.

The City has worked diligently to ensure the organization is operating at maximum efficiency levels and, as such, has gone through reorganizational efforts to achieve the highest level of service delivery in the most cost-effective manner possible, including utilizing applied technology and innovation.

THE POSITION

The Assistant General Manager (AGM) reports to the General Manager and provides leadership, direction and oversight for the Engineering Division of the Underground Utilities & Public Infrastructure Department. The Engineering Division provides engineering services for the Water, Sewer, Stormwater Management, and Transportation service areas.

The AGM UUPI is an executive-management position that serves on the Department's Senior Leadership Team, including serving as General Manager in his absence. The AGM oversees 110 FTEs and exercises considerable independent judgment, discretion, and initiative in carrying out duties. The position requires management of a considerable variety of professional and complex work associated with the UUPI Department operations.

Responsibilities include:

- Developing the organization work plans and procedures and overseeing the operations of the Engineering Division consistent with UUPI's mission, work plans, and objectives.
- Formulating, administering, and management of policies, procedures, and programs relative to water, wastewater and stormwater planning, funding,



design, construction, and operations. Specific areas of responsibility include, but are not limited to water, wastewater, stormwater and transportation management and engineering, construction engineering and inspection, contract administration, survey, and traffic signal operations.

- Ensuring that operational responsibilities are conducted within applicable prudent utility practices, generally accepted engineering practices, and consistent with the City's customer service standards.
- Participating in the development of the City's long-term strategic plan and annual operational plans to support the strategic plan.
- Ensuring compliance with all applicable regulatory requirements including, but not limited to, Florida Department of Environmental Protection (FDEP), Florida Department of Transportation (FDOT), and other applicable local, state and federal regulations, requirements, and standards.
- Overseeing and providing leadership and direction for the development of cost estimates, plans, specifications, and schedules for projects within the division.
 - Responsible for all functions related to the City's Traffic Management System.
 - Directing, coordinating, and overseeing the purchase, acquisition, and management of contracts and purchases for materials and services to support division projects.

- Analyzing, preparing, and administering the division's operating and capital budgets.
- Managing of personnel including hiring, advancement, retrogression, dismissal, disciplinary action, training, staff development, and the grievance process.
- Developing goals and objectives for division staff, conducting performance evaluations, reviewing plans, and resolving problems in conjunction with top division personnel.
- Preparing and reviewing City Commission agenda materials and representing the division before the City Commission; preparing reports required to be filed with regulatory agencies on behalf of the City.
- Representing the division and the UUPI Department with the local media, public, customers and other City departments; rendering testimony on City's behalf before regulatory agencies, public hearings, and civil courts.
- Performing other related work as required.

The AGM UUPI must be a collaborative leader who is customer service-oriented. An excellent communicator with the ability to build relationships and implement process improvements is needed. Must be decisive, proactive, solutions-oriented and politically astute.

Requirements include a bachelor's degree in engineering in a related discipline and six (6) years of post-registration professional experience in one or more of the service areas listed above; or an equivalent combination of training and experience. Three (3) years of experience must be in a supervisory capacity. The ideal candidate must have strong communications, interpersonal, and leadership skills and should be a motivational leader and strategic thinker. Must be a registered Professional Engineer (P.E.) and obtain Florida registration within one year.



COMPENSATION

The starting salary range is \$135,000 - \$155,000; starting salary is dependent upon qualifications and accompanied by a generous senior management benefits package (www.srnsearch.com/benefits). Florida does not have a state income tax.

TO APPLY

If interested in this outstanding opportunity, visit our website at www.srnsearch.com and apply online. The first review of resumes will take place on December 13, 2021; position is open until filled. Resumes will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references. References will be contacted only following candidate consent. Final interviews will be held with the City. Candidates will be advised of the status of the recruitment following the selection of the Assistant General Manager. The selected applicant may be required by law to file a financial disclosure statement within 30 days of placement, annually, and within 60 days of separation.

Questions may be directed to:

S. Renée Narloch & Associates
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www.srnsearch.com

For more information, visit www.talgov.com. The City of Tallahassee is an Equal Opportunity and Veteran's Preference Employer. *Under Florida's broad public records/Sunshine laws, resumes and applications are subject to public disclosure.*

