



S. RENÉE NARLOCH  
& ASSOCIATES  
PROFESSIONAL EXECUTIVE RECRUITMENT



SEMINOLE COUNTY, FL  
INVITES YOUR INTEREST IN THE POSITION OF  
COUNTY ATTORNEY

# THE COMMUNITY

Seminole County is located in Central Florida, just 25 miles from downtown Orlando. The County is part of the Orlando-Kissimmee-Sanford Metropolitan Statistical Area and is the third most densely populated county in the state (est. pop. 470,856).

Home to seven incorporated municipalities, including the county seat of Sanford, Seminole County continues to be one of the fastest-growing counties in Florida and holds the fifth-highest taxable value in Florida based on value per square mile.

Bordered on three sides by pristine rivers and a huge lake, including the Wekiva River to the west, the St. Johns River to the east, and Lake Monroe to the north, Seminole County is an ideal vacation spot for those seeking the beauty of nature.

Nestled among charming historical villages and quaint towns and surrounded by the beauty and sense of Old Florida, Seminole County has 344 square miles of lush tropical foliage, 2,000 fresh-water lakes and rivers, and diverse wildlife which offers the classic Florida experience of enjoying peaceful rivers, fishing, boating, hiking, and more.

Just a short drive from all the major attractions of Central Florida, Seminole County offers great accommodations, fine dining, upscale shopping, superb golf courses, and state-of-the-art sports facilities and training complexes.

The Greater Orlando Metropolitan District, which includes Seminole, Osceola, Lake, and Orange counties, together with neighboring coastal counties of Volusia and Brevard, creates a viable, progressive and diverse setting for economic growth and residential development.

The County is a hotbed for economic development and attracts significant business operations from around the world, including the American Automobile Association (AAA), Verizon Communications, Mitsubishi Hitachi Power Systems, Deloitte Consulting, LLP, Faro Technologies, and Convergys.

The County has over 24 active and passive parks, over 40 miles of paved trails, eight wilderness areas encompassing over 6,600 acres, and more.

Seminole County Public Schools (SCPS) is renowned as a Premier National School District. SCPS has more than 67,000 students and is the 12th largest school district in Florida and 60th nationally. It boasts 37 traditional elementary schools, 12 middle schools, and 9 high schools. For higher education, Seminole County is in close proximity to more than 35 colleges, universities, technical schools, and private institutions, most notably Seminole State College and the University of Central Florida.

The community hosts many special events, including the Scottish Highland Games, Love Your Shorts Film Festival, Central Florida BBQ Blowout, Red Hot and Boom, and more.

With a median age of 39, a median household income of \$70K, and 40% of the County's population possessing a bachelor's degree or higher, Seminole County is often considered a microcosm of the United States.



With its mild climate year-round, natural beauty, and proximity to endless amenities and attractions, Seminole County continues to be a community of choice with an exceptional quality of life.

# THE AGENCY

Seminole County is a Home Rule Charter County as provided in the Florida Constitution and approved by voter referendum, effective January 1, 1989. The County operates under an elected County Commission and appointed County Manager form of government. Legislative responsibilities are assigned to the Board of County Commissioners (BCC), and executive duties are assigned to the County Manager, who carries out the directives and policies of the Board. The County has nine departments:

Administration (which includes Community/Media Relations, Human Resources, the Office of Economic Development and Tourism, the Office of Emergency Management, and the Office of Organizational Excellence), Community Services, Development Services, Environmental Services, Information Services, Leisure Services, Resource Management, Public Works, and the Seminole County Fire Department. The County has approximately 1,550 full-time equivalent employees.

The Board of County Commissioners is comprised of five members serving staggered terms of four years. Each Commissioner represents one of the five County Commission districts, and the Commissioners are elected countywide. The Commission elects the Board Chair annually each November.

The Chair presides over County Commission meetings and work sessions, executes legal documents, and appoints Commissioners to various boards and committees. The Chair is the official representative of the Board and retains a vote on all items.

The Constitutional Offices of Sheriff, Property Appraiser, Tax Collector, Clerk of the Circuit Court and Comptroller, and Supervisor of Elections are elected every four years. The County's Constitutional Officers perform their executive and administrative functions as specified by law.

The Fiscal Year 2022/23 Adopted Budget totals \$992 million, including \$673 million in operating funds and \$319 million for non-dedicated transfers and reserves.

Public safety, water, sewer, solid waste, and transportation services account for 70% of the operating budget. The General Countywide ad valorem tax rate is 4.8751 mills; the Unincorporated Road District rate is 0.1107 mills; the Fire District MSTU ad valorem tax rate is 2.7649 mills, for a total Unincorporated County millage rate of 7.7507. The Countywide General Fund millage rate has remained unchanged since Fiscal Year 2010/11 and is lower than most counties in Central Florida.

Fiscal Year 2021/22 demonstrated a 12.6% growth in property valuations. Property values have remained steady due to the County's thriving residential real estate market. Although the COVID-19 crisis significantly impacted non-ad valorem revenues, most have stabilized.

Even with steady property values, several factors will influence future budgets: SunRail operational costs will transition from FDOT to area counties in Fiscal Year 2024/25 at an estimated \$14 million annually for Seminole County's portion; Debt service for Phase One of the Five Points development will fully commence in Fiscal Year 2023/24 at an estimated \$8.3 million annually; health insurance costs have increased 6% annually over the previous six years; LYNX bus services have increased by more than 6% annually; fuel tax revenues peaked in 2019 and continue to trend downward; and the County's aging fleet requires \$7-10 million annually to remain operational.

**Some recent progress and achievements, as well as current opportunities, for Seminole County include:**

- Last year, Seminole County Fire Department became the only county fire department in the nation to attain the ISO Class 1 rating and accreditation through the Commission on Accreditation of Ambulance Services (CAAS).
- In September 2022, S&P Global Ratings raised its long-term and underlying rating on Seminole County's issuer credit rating, along with its rating on the County's non-ad valorem debt, to 'AA+' from 'AA.' Moody's Investors Service maintained an Aa1 issuer rating on the County and assigned a Aa2 rating to the County's Special Obligation Revenue and Refunding Bonds.
- The County's One Cent Infrastructure Sales Tax generated more than \$50 million in Fiscal year 2021/22. Unlike property taxes, sales tax is not sustained solely by County residents, as commuters and visitors contribute to sales taxes paid within the County. This revenue will sunset on December 31, 2024. Pursuant to an Interlocal Agreement, the County receives 55.6% of the projected sales tax, with Seminole County Public Schools receiving 25%, and the seven cities share 19.4% of the estimated revenue. If a 4th Generation "Penny" is not approved by the voters in 2024, the County will need to either identify new revenues to fund infrastructure projects or significantly reduce the current program plan.
- Phase One of the County's Five Points Master Plan Development, which includes the relocation of the Civil Courthouse from downtown Sanford as well as the construction of a central energy plant and parking garage, commenced in January 2022. This \$166 million project will be completed by the summer of 2025, with funding secured through the issuance of a thirty-year fixed-rate bond.
- The Board initiated a Land Development Code revisioning process to modify components to better align with the County's Comprehensive Plan and to modernize certain chapters of the Code. The two-year process is anticipated for completion by early 2023.
- At its March 2021 retreat, the Board refined 10 Key Strategic Priorities (KSPs) that represent programs and projects that align with the County's purpose to serve and strengthen the community: Community-driven land use vision plan; affordable and workforce housing; General Fund Reserves; General Fund Capital Improvements Strategy; Five Points; Regional Partnerships; Holistic Water Policy; Leadership and Talent Development; County Government Technology Improvements; and Community Health Initiatives.
- The Board authorized the County's \$91.6 million American Rescue Plan Act relief and financial assistance plan in August 2021, the largest aid program in County history. Funds must be allocated by December 2024; therefore, the County continues to refine programming within the authorized categories to ensure many qualified community needs are addressed.



## THE POSITION

The County Attorney is appointed by and serves at the pleasure of the Board of County Commissioners. The County Attorney's Office (CAO) provides legal services to the Board of County Commissioners, the County Manager, County departments, and County boards and agencies as specified by County ordinance. It provides for the prosecution and defense of legal causes on behalf of the County.

The County Attorney oversees the CAO's 13 staff members, including professional attorneys, legal assistants, and administrative personnel. Responsibilities of the County Attorney include, but are not limited to:

- Manages the office that represents the County in all legal matters affecting the County government, including the bringing and defending of suits.
- Attends meetings of the Board of County Commissioners and committees to provide advice and legal counsel thereof or, as appropriate, delegates this responsibility and oversees the outcomes.
- Manages the team that advises the Board of County Commissioners, County Manager, Boards and Commissions appointed thereby, County departments, and Constitutional Officers regarding legal questions. Represents the Board of County Commissioners before various State departments and other governmental subdivisions.
- Assures that the team responds to citizen questions, concerns, and complaints; researches problems; and formulates solutions and responses. Advises the County Manager as appropriate of relevant resolutions or outcomes, including timelines.
- Collaborates and cooperates with the County Leadership team to deliver county work on time and within budget.
- Assumes responsibility for the completion of assigned projects/workload. Ensures assigned work is completed within established deadlines in accordance with policies and procedures by maintaining a department project tracking system.
- Oversees negotiations for the purchase of road rights-of-way and other property needed by the County.

- Oversees drafts of contracts, resolutions, and ordinances, including special legislative acts for the County.
- Provides technical guidance and supervises the work of legal and clerical assistants.
- Exercises final authority regarding hiring, performance evaluation, termination, disciplinary, and/or commendatory action for assigned personnel by using the County performance review system and employment protocols, processes, and procedures.
- Prepares the Departmental budget and assures the office operates within the parameters of the adopted budget.
- Performs other duties as assigned or as may be necessary.



The County has had two County Attorneys within the last 40+ years. The outgoing County Attorney has served in the role for 12 years and is retiring.

## IDEAL CANDIDATE

The ideal candidate is a seasoned legal professional with a team-oriented, collaborative management style. The County seeks a visionary leader who is passionate about public service and can lead a team of professionals in providing exceptional legal services with an emphasis on customer service.

The County Attorney will support the Board and the Commissioner/Manager form of government and keep the Board equally and fully informed, providing balanced information on issues. The successful candidate will anticipate issues and provide recommendations, options, and alternatives as needed.

Developing and maintaining solid relationships with a variety of stakeholders, both internal and external to the organization, is essential. Working effectively with elected officials, including Constitutional Officers, will be key. The ideal candidate must have exceptional organizational skills and team building skills.

The County Attorney will supervise, mentor, and develop staff. Must manage the CAO's workload effectively, including project management and meeting deadlines.

A self-starter who is approachable, innovative, and solutions-oriented is ideal. The selected candidate must be diplomatic and politically sensitive while remaining apolitical. Exceptional interpersonal and communication skills are a must.

Requirements for the position include a Law Degree (JD or LLIB) from an accredited law school and ten (10) years of professional legal work, including governmental law experience, legal research, and trial work. A comparable amount of education, training, or experience may be substituted for the minimum qualifications. Candidate must be a member of and in good standing with the Florida Bar.

## COMPENSATION

The salary range is open, dependent upon qualifications, and is accompanied by a competitive benefits package. The starting salary will be based on the knowledge and experience of the individual selected. Seminole County strives to be the employer of choice in Central Florida through competitive pay, benefits, and a positive working environment. The State of Florida does not have a state income tax.

## TO APPLY

If interested in this outstanding opportunity, visit our website at [www.srnsearch.com](http://www.srnsearch.com) and apply online. The first review of resumes will take place on May 6, 2023; the 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 Seminole County Board of County Commissioners. Candidates will be advised of the status of the recruitment following the selection of the County Attorney.

Questions may be directed to:

**S. Renée Narloch, President or  
Elliott Pervinich, Vice President  
S. Renée Narloch & Associates**

[info@srnsearch.com](mailto:info@srnsearch.com) | 850.391.0000 | [www.srnsearch.com](http://www.srnsearch.com)

Seminole County Government fully commits itself to providing equal opportunities to all persons regardless of race, color or national origin, sex, age, political affiliations or beliefs, religious beliefs, or disability. The County values veterans' service and supports the recruitment of veterans.

*In accordance with Florida's Public Records/Sunshine Laws, resumes and applications are subject to public disclosure.*

