



CITY OF OVIEDO

CITY MANAGER

*****INTERNAL POSTING*****

October 5, 2011

Salary: \$120,000 - \$150,000 DOQ

Closing Date: October 12, 2011

THE COMMUNITY AND LOCATION

The City of Oviedo is one of Florida's treasures. Located less than an hour from downtown Orlando and Florida's Atlantic Coast beaches, it is a wonderful place to live and work. It is a friendly community that, despite its size and location, has not lost its small town feel. Oviedo is also an award winning City. *CNN/Money Magazine* selected Oviedo as a Top 100 City. In 2009, 2010, and 2011. *Relocate America* selected Oviedo as a Top 100 Place to Live and in 2011, *Family Circle Magazine* selected Oviedo as a Top 10 Best Town in America for Families. Oviedo's schools are all A rated and you can start in pre-K and finish your PhD without ever being more than 5 miles from home. The University of Central Florida is just outside the city limits and is the nation's second largest university with its 56,235 students. The community is relatively young and the median age is 35.3 and it cares about its young people. Parks are plentiful (in excess of 500 acres) and the recreation program is excellent. The nearby Wekiva and the St. Johns Rivers offer a look at natural Florida wildlife. Values are important to this community and churches are plentiful. The population is intelligent, educated, involved, outspoken and committed. The National Citizen Survey, recently conducted, identified Oviedo as a city with an excellent quality of life for its citizens as identified by 92% of the respondents. Survey respondents demonstrated a strong trust in their local government, indicating they like the direction being taken by City leaders. Those who are raised here, tend to stay here. But should you ever want to leave, two international airports (Orlando and Orlando Sanford) are less than 35 minutes away.

Oviedo has grown rapidly over the past 40 years. Incorporated in 1925 with a population of 800, it was characterized by celery farms and citrus groves. By 1970, the population had grown to 2,000 and then the building boom started. The population in 1990 was 11,000; its current population is 33,342. It is projected to add another 12,000 to 17,000 at build-out. The City is poised to bring a new downtown mixed use development that will serve as the City's Town Center. Known as *Oviedo on the Park*, it is a public-private partnership and will have up to 1,200 residential units and at least 85,000 square feet of commercial space.

THE GOVERNMENT

The City follows the Council-Manager form of government with a Mayor and four Council Members who serve staggered two year terms and are elected at large. Its members are progressive and sincerely want the best for their community. They view their current positions not as a stepping stone, but an opportunity to give back to the community. They have a common vision but, as with any other elected body, occasionally disagree on the means to the end. The City Council members are very interested in what is happening in the government and want to be fully informed. They also want to be involved and to work with the City Manager. The staff is competent and caring.

The City is in good shape financially and provides effective and efficient services. It has successfully navigated the economic downturn for the past three years by reducing taxes while maintaining its core service levels. The

total budget for FY 2011-12 is \$64 million with a general fund budget of \$23 million. The City has 266 full-time employees and provides all the standard city services (police, fire, growth management, parks and recreation, water, wastewater and stormwater).

THE OPPORTUNITIES

Until recently, Oviedo might have been characterized as a sleepy hamlet. It has seen considerable growth and the successful candidate will need to be attentive to the following issues:

- **Redevelopment.** Oviedo is developing a true downtown with the advent of Oviedo on the Park. The City has created a Community Redevelopment Agency (CRA) as a tool to redevelop the immediately adjacent existing downtown.
- **Utilities.** Water supply is limited in the region. A number of possible solutions are under consideration. Last September, the City purchased a private wastewater treatment system that provides 7,500 customers with central wastewater services. The purchase added to the City's existing customer base and resulted in integrated potable water, reuse, and sewer supply system for the City. The City also has a long term water management plan that will need to meet regulatory requirements and infrastructure needs.
- **Transportation.** Prior elected bodies attempted to constrain growth by limiting the width of the roads. Growth came anyway and now the City is seeking to improve the road system so people can move within and through the City more rapidly including multi-modal elements.
- **Council Terms.** Staggered two year terms; there is an election every year.
- **Finance.** There will continue to be financial challenges as long as the economy is slow to improve. Continuing high service levels, retaining and building a strong internal staff and maintaining the City's strong financial position will be paramount.

PRIOR MANAGERS

Oviedo has had three managers in the last 24 years and is a very stable community.

CANDIDATE PROFILE

The successful candidate for this position must be a self-confident leader and manager who is both progressive and proactive. The manager should have excellent team building skills. The individual will be visionary, ethical, creative, and receptive to new ideas, flexible, community-oriented, responsive and outgoing. A strong believer in providing the best possible customer service, the ideal candidate should have outstanding communication skills.

The ideal candidate will be comfortable with elected officials and should plan to spend time with them. He/she will also be comfortable speaking openly and candidly with Council and will be able to provide them with thoughtful recommendations backed by thorough research. This Council genuinely cares about the community and is looking for a partner. The individual will be decisive and forthcoming with information. He/she will provide the elected officials with options as well as recommendations.

Other important characteristics are being fiscally conservative, media savvy, ability to identify staff strengths and use them effectively, have vision which aligns with the City's and a sincere desire to make a long-term commitment to the City and the community. Good judgment is essential.

The City Manager should be articulate and tactful with all individuals. He/she should be able to work with individuals who hold different opinions while being respectful and diplomatic. This position requires strong contract management and negotiation skills.

The manager will have a competent staff and is not expected to micromanage but will hold the staff accountable for results. The successful candidate will be a strong leader of city staff and be very visible to the staff and to

the public. The candidate should demonstrate a commitment and willingness to become an integral part of the community both on and off the job.

EDUCATION AND EXPERIENCE

A Bachelor's degree is required, preferably in business administration, public administration, public policy or related field from an accredited university. Increasingly responsible experience in the public or private sectors as a senior executive is preferred. A master's degree is a plus. A combination of relevant education and experience will be considered. Knowledge and experience of local government is important but Oviedo will consider strong candidates with comparable experience in the private sector. Knowledge and experience in strategic planning principles, performance measurement, project development and labor relations is also preferred.

COMPENSATION

The starting salary for the qualified candidate that meets the profile described herein will be between \$120,000 and \$150,000. Oviedo has a competitive benefit package including medical, long-term disability, life insurance, retirement profit sharing plan, paid time off and other competitive benefits. This Council wants the next City Manager to make a commitment for an extended tenure and, as the manager proves his/her abilities, the Council will create the incentives necessary to make that happen.

HOW TO APPLY

Interested candidates should e-mail their resume to ccollins@cityofoviedo.net, along with a cover letter expressing the reasons they wish to serve the city in this position by **October 12, 2011**.

THE PROCESS

Applications will be screened by the members of City Council and interviews will be set with those chosen as finalists. Reference checks, background checks and academic verifications will be conducted after receiving the candidate's permission. The selected candidate should be prepared to begin the new position by November 1, 2011.

OTHER IMPORTANT INFORMATION

Applicants selected as finalists for this position will be subject to a criminal history/credit/driver's license check prior to the final offer. Florida's Sunshine or public disclosure laws require that candidate information presented for consideration will be made available upon request by any interested parties.

The City of Oviedo is an Equal Opportunity Employer and values diversity at all levels of its workforce.

EOE-M/F/D/V-Drug-Free Workplace