

THE CITY OF WINTER SPRINGS, FLORIDA

IS SEEKING CANDIDATES TO SERVE AS

City Manager



Visit Winter Springs on the web at www.winterspringsfl.org



Winter Springs City Hall

ABOUT THE CITY OF WINTER SPRINGS

The City of Winter Springs is a vibrant community located in Seminole County, Florida. The City was established in 1959 as "North Orlando" and has grown into a thriving municipality that prioritizes the safety, education, and quality of life of its residents.

Winter Springs covers 13.3 square miles and has a growing population of approximately 40,000. This remarkable community lies on the south shore of beautiful Lake Jesup and is a mere 20 minutes from downtown Orlando. Winter Springs provides a serene and secure environment for its residents. The City's exceptional Police Department assists Winter Springs in consistently maintaining its status as one of the top ten safest cities in the State of Florida.

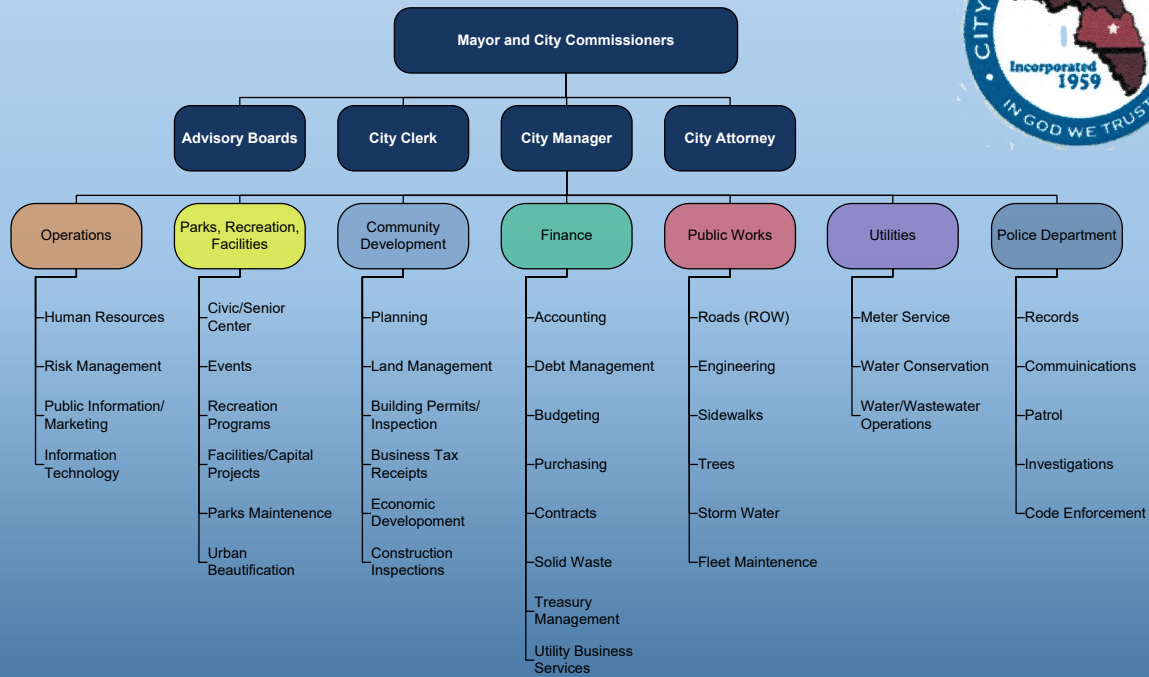
The City of Winter Springs focuses on effective governance and community engagement. The community takes pride in its strong educational system comprised of seven public schools and numerous private schools within its borders. Furthermore, the City's close proximity to esteemed institutions like the University of Central Florida and Seminole State College further enhances educational opportunities for Winter Springs residents.

Winter Springs is renowned for its award-winning parks and facilities, offering recreational opportunities for all ages. The City's parks are home to various sports league teams including Winter Springs Babe Ruth. Moreover, the City's strong commitment to environmental preservation is evident through its recognition as a Tree City USA by the Arbor Day Foundation. Preserving natural trees and waterways is a shared passion among Winter Spring residents and the City Commission. Winter Springs also takes pride in its cherished community events such as the Scottish Highland Games, the Celebration of Freedom, Hometown Harvest, and the SWinter Wonderland parade. Money Magazine has rated Winter Springs as among the 100 best places to live in the United States.

The City is a safe and financially solvent community with beautiful neighborhoods, excellent educational institutions, a wide breath of recreational pursuits and a strong appreciation for nature. Winter Springs provides an ideal place to call home.

Winter Springs will provide its next City Manager a truly unique and exciting professional opportunity. Interested prospects are encouraged to explore the Winter Springs website and discover the many and unique facets of Winter Springs.

Citizens of Winter Springs



ABOUT THE WINTER SPRINGS CITY GOVERNMENT

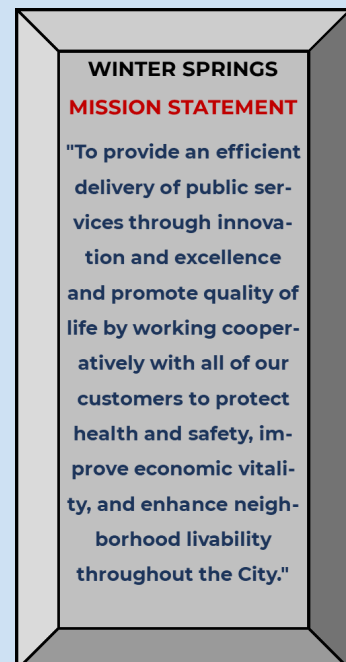
The City of Winter Springs is a charter City with its legislative powers vested in its Mayor and City Commission. It functions under a Commission/Manager form of government. This method effectively combines the political expertise of the elected officials with the executive leadership of a professional City Manager. The City's Mayor and City Commission is comprised of six members, a Mayor and five City Commissioners. All are elected to serve four-year terms. Each of the five Commissioners hails from a different district. They and the Mayor are all elected at-large and serve the entire City rather than only the residents of their district. The Mayor has veto power and votes only when necessary to break a tied Commission vote. The governing body is responsible for, among other things, passing ordinances, adopting the budget, appointing committees, and hiring the City's Manager, City Clerk and City Attorney.

The City Manager is responsible for carrying out the policies and ordinances of the governing body, for overseeing the day-to-day operations of the government and for hiring the directors of the various departments.

The City of Winter Springs provides a full range of services including police protection; the construction and maintenance of streets and other infrastructure; as well as recreational facilities, community activities and cultural events. The City maintains both a Water and Sewer Utility Fund, a

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WINTER SPRINGS, FLORIDA MAYOR & CITY COMMISSION		
Kevin McCann	Mayor	At large
Matt Benton	Deputy Mayor & City Commissioner	District 1
Victoria Bruce	City Commissioner	District 2
Ted Johnson	City Commissioner	District 3
Cade Resnick	City Commissioner	District 4
Rob Elliott	City Commissioner	District 5



Stormwater Utility Fund, and a Development Services Fund, which function, in essence, as departments of the City.

The annual budget serves as the foundation for the City's financial planning and control. Department heads are required to submit requests for appropriation to the City Manager. The City Manager uses these requests as the starting point for developing a proposed budget. S/he then presents the proposed budget to the City Commission for review on or before July 1st. The City Commission is required to hold public hearings on the proposed budget and to adopt a final budget no later than September 30, the close of the City's fiscal year.

Winter Springs' FY 23/24 All Funds Budget is \$73,402,532 of that \$24,137,122 comprises the General Fund. The City employs 190 FTE's and enjoys a bond rating of AA+.

OPPORTUNITIES AND CHALLENGES

- Winter Springs is currently served by two outdated wastewater treatment plants. A project to replace both is currently in the design stage with the two new facilities scheduled to be online in 2029. Funding will come from a combination of State Revolving Funds, local funds, and grants.
- Because of its location, the City must continually be prepared for damaging weather events. (Hurricane IAN devastated low lying parts of the City in 2023.)
- The region's stormwater systems empty into Lake Jesup in Winter Springs causing frequent flooding as well as the need to maintain retention ponds.
- An update to the Winter Springs Comprehensive Plan will begin in May of 2024.
- City development policies need to be focused on striking and maintaining a balance between economic sustainability and environmental preservation.
- The future use of the 170-acre former Winter Springs Golf Club.
- The City is 80% residential/20% commercial with excellent future development opportunities in both segments.
- Possible annexation of existing enclaves.



ABOUT THE CITY MANAGER

- Under City Commission policy direction, the City Manager is responsible for planning, directing, managing, and reviewing the activities and operations of the City of Winter Springs.
- This position is tasked with coordinating City services and activities among City departments and with outside agencies; and providing highly responsible and complex administrative support to the City's Mayor and Commission.
- The City Manager manages and administers all City functions through subordinate department heads including the financial and personnel activities of the City. This position exercises direct supervision over management, supervisory, professional, technical, and administrative support staff.
- The City Manager also aids the Mayor and Commission regarding policy decisions and their implementation. Whether presenting ideas in a public meeting or advising a committee, the City Manager is called upon to work with the public on a regular basis and must be able to listen to and inform the public about the City's policies and procedures and receive feedback.

Essential Duties and Responsibilities include:

- Formulating and recommending new and revised policies and operating procedures for approval by the Commission.
- Preparing the agenda for City Commission meetings.
- Scheduling decisions and reviewing documents submitted for completeness and clarity, attending meetings and presenting oral reports.
- Ensuring that all laws, provisions of the Charter, and acts of the City Commission are effectively executed.
- Preparing and submitting the City's annual budget and capital program to the City Commission.
- Completing a report on the finances and administrative activities of the City at the end of each fiscal year and submitting this report to the Commission and making the report available to the public.
- Directing and coordinating employee and labor relation functions of the City.
- Participating in programs and activities to strengthen employee/employer relationships.
- Hiring and supervising all department heads and evaluating performance in a timely manner.
- Representing the City and the City Commission to media, citizens, and local organizations regarding questions, suggestions, and complaints.
- Assisting the Commission in the development of long-range goals for City services and finances.
- Maintaining, on behalf of the City, an adequate record of property.
- Advising, counselling, and consulting with the City Commission concerning the beautification and preservation of natural beauty of the City including the City's master beautification plan.



- Ensuring development of individual department plans to implement City goals and objectives.
- Conducting necessary analyses to evaluate City performance.

Requirements:

Requires a combination of education and experience equivalent to attainment of a Bachelor's degree (Masters' degree preferred) in Public Administration, Business Management, or a related field combined with at least 10 ten years of increasingly responsible management experience preferably including local government executive level experience where expertise in municipal finance, emergency management and communication skills were clearly demonstrated. Recent experience as a department head, assistant or deputy chief executive may be considered if responsibilities included budgeting, finance, regional partnerships/collaboration, and/or emergency services. The successful candidate must clearly possess and apply the superior management and leadership knowledge, skill, ability, commitment, and energy needed to achieve the Commission's goals. Florida experience is not required.



The Mayor and Commission are interested in a City Manager with skills and/or experience in the following areas:

- Financial management skills with strategic planning and budgeting expertise.
- Experience, either directly or regionally, with emergency management and/or emergency services.
- Responsive, organized and a prompt follow-through method of communication; willingness to maintain an open-door policy.
- Comfortable with being visible in the community as a resource for residents, businesses, educational partners, and regional and state agencies.
- Comfortable being a public advocate/representative for Winter Springs' interests, values, and initiatives.
- Maintenance, management, and delivery of utilities including water, wastewater, and drainage operations.

- Large capital project experience.
- Experience in pursuing other funding opportunities and increasing the City's ability to access all available non-City funding sources such as federal or state grants or local government assistance programs for various critical infrastructure such as water, wastewater, and area-wide drainage improvements.
- Experience and/or knowledge in public communication strategies, branding and messaging via social media, website, and other technology platforms.
- Innovative practices and affiliated technology that improve systems, processes, efficiencies, and costs.
- Local and/or regional experience in business attraction and retention, growth, and various economic development strategies.
- Cultivating a culture of collaboration between Commission and staff.
- Mentoring, developing, and providing support to a professional staff.
- A track record of embracing professional development, knowledge transfer and empowerment of City staff.

Required Leadership Characteristics

- An ethical leader who inspires and supports the work of the team.
- Treats everyone with fairness, dignity, and professionalism.
- Strong communication skills with the ability to speak extemporaneously with professionalism.
- Committed to implementing proactive communications with the City Commission.
- Goal oriented, strategic thinker and someone who is not afraid to challenge the status quo if options are available to exceed service expectations.
- Someone who can be firm, when needed, but always fair.
- Takes the initiative on issues and challenges.
- Politically astute but nonpolitical with the ability to act impartially and independently while supporting the goals of the Commission.
- Exceptional professional interpersonal skills both within and outside of the organization; recognizing that the position is a high profile one.
- Calm and approachable demeanor even while under pressure.



- A strong listener and communicator who inspires and empowers staff to be creative, and open to new ideas.
- Respectful to the Mayor and City Commission, recognizing the challenges of their roles when interacting with them.
- Will be visible within the community.
- Supports continuing and ongoing professional development.

COMPENSATION AND BENEFITS

Compensation for the position will be highly competitive. Beginning compensation is negotiable based on qualifications and experience. The City provides excellent employee benefits which include health, dental, vision, life & AD&D insurance, retirement benefits through 401 (A) - ICMA/Mission Square, generous paid time off, long and short term disability protection, professional development and more. Relocation assistance will be provided.

APPLICATION AND SELECTION PROCESS

This recruitment will remain open until the position is filled. The first review of applications is scheduled for July 19, 2024. Please submit a letter of interest, a detailed résumé and current salary to:



Robert E. Slavin, President
SLAVIN MANAGEMENT CONSULTANTS
3040 Holcomb Bridge Road, Suite A-1
Norcross, Georgia 30071
Phone: (770) 449-4656
Fax: (770) 416-0848
e-mail: slavin@bellsouth.net
www.slavinweb.com



Electronic submissions are required.

For additional information about this position, contact Robert E. Slavin by phone at (770) 449-4656 or by email at slavin@bellsouth.net.

Note: Under Florida Law, resumes are public documents and will be provided to the media upon request. Please call prior to submitting your resume if confidentiality is important to you.

WINTER SPRINGS IS AN EQUAL OPPORTUNITY EMPLOYER