



THE TOWN OF KENNETH CITY, FLORIDA
Special Workshop
PUBLIC NOTICE

The Council of the Town of Kenneth City will meet at Community Hall, located 4600 58th Street North, Kenneth City, Florida to discuss the agenda items of Town business listed at the time indicated below.

6:30	May 4 ,2022	Community Hall
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A. Call to Order

B. Invocation and Pledge of Allegiance

C. Roll Call

D. Public Comment – formerly called Open Forum (limited to 3 minutes)

Please state your name and address for the record. Public participation is encouraged. If you are addressing the Council, step to the podium and state your name and address for the record.

Public comments can also be submitted by email to the Town Clerk at Town57@kennethcityfl.org, written comments must be received by 4pm on the day of the meeting and will be read aloud during the meeting. Please limit your comments to 400 words as the comments are limited to three minutes.

E. Workshop Discussion

1. Town Manager Transition

A: Special Presentation by Rob Duncan, *Imagine That Performance*

Exhibit 1: Draft Advertisement: Town Manager

Exhibit 2: City Manager Attributes Questionnaire

Summary of results of Town Council 03/2021

Exhibit 3: Sample Interview Questions

Exhibit 4: FCCMA Best Practices, Interviewing and Hiring

Exhibit 5: FCCMA, City Manager (Pinellas County Only) Salary Survey 03/24/2021

F. Manager Attorney Comments

G. Mayor/Council Comment

H. Adjournment

Any person who decides to appeal any decision of the Town Council with respect to any matter considered at this meeting will need a record of the proceedings and for such purposes may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The law does not require the Town Clerk to transcribe verbatim minutes; therefore, the applicant must make the necessary arrangements with a private reporting firm and bear the resulting expense. In accordance with the Americans with Disability Act and F.S. 286.26; any person with a disability requiring reasonable accommodation in order to participate in this meeting should call 727-498-8948 or fax a written request to 727-498-8841. www.kennethcityfl.org

DRAFT ADVERTISEMENT
KENNETH CITY, TOWN MANAGER

DESCRIPTION OF THE TOWN

The Town of Kenneth City, Florida is currently recruiting for the position of Town Manager. The Town had a population of 4,980 in the 2010 census, with a 2020 estimate of 5,121. The town motto is “A Safe, Friendly Small Town”.

The Town was incorporated in 1957. It is .75 square miles, with a stable residential base, and commercial areas along the main east/west corridor. In 2013, the Town amended its Charter and transitioned to a Council-Manager form of government. The Town is in the midst of a rapidly redeveloping north/south residential corridor in central Pinellas County, population 910,542. Surrounding schools include an IB high school. The community already has urban trail links and greenway parks.

The Town has its own Police and Public Works departments, with an emphasis on road and stormwater improvements. Fire Services and Water and Sewer contracted to neighboring jurisdictions. With 24 cities in a high-density county, it is a common practice to share services or resources between communities.

Pinellas County also includes the tourist destinations of Clearwater and St. Petersburg, twenty-four in total cities, and easy access the Gulf of Mexico beaches from Kenneth City.

The Town is a western gateway to the City of St. Petersburg, which is the home of numerous museums, such as the Dali, the new St. Petersburg Pier, and the Tampa Bay Rays the 2020 National League Champions, who play major league baseball teams, such as the New York Yankees and Boston Red Sox, all summer in downtown St. Petersburg, five miles from Kenneth City. There is also easy access to Interstate 275, Tampa International Airport, and Tampa, with its’ 2021 Superbowl Champions Buccaneers and Stanley Cup Lighting hockey champions.

TOWN CHARTER PROVISIONS CONCERNING THE ROLE OF THE TOWN MANAGER

Section 3.01. There shall be a town manager who shall be the chief administrative officer of the town. The town manager shall be responsible to the council for the administration of all town affairs. The town manager shall be appointed by the town council, and shall serve at the pleasure of the town council. The Town Manager shall be a Certified Public Manager or possess, at minimum, a Bachelor's Degree in Public Administration or related field and a minimum of three (3) years experience therein. The compensation of the town manager shall be fixed by the council. The town manager need not be a resident of the town or Florida at the time of his or her appointment.

Note: Residency is a not a Charter requirement. Even so residency within Kenneth City or in close proximity to the Town is strongly desired, for emergency management purposes.

Section 3.03-Powers and Duties: The Town Manager shall:

- Execute the laws and administer the town except as outlined in the Charter.
- Appoint, and when necessary for the good of the town, remove officers and employees, except as they may authorize a department director to appoint or remove subordinates in such dept, unless those powers are limited by law. Prepare the budget annually and submit to the Council.
- Prepare and submit to the Council, at the end of each fiscal year, a complete report on finances and administrative activities of the preceding year.
- Keep the Council advised of the financial condition and future needs of the Town and make such recommendations as may seem desirable to the Manager.

- Perform such other duties as may be prescribed by the Charter, or may be required by the Council not inconsistent herewith.

Section 4.01- General Provisions:

- *Creation of Departments* - The Council may establish town departments, agencies, offices in addition to those created by this Charter and may prescribe the functions of all the above in this section, except that no function assigned by Charter to the above in this section may be discontinued or, unless the Charter specifically so provides, assigned to any other.
- *Direction by the Town Manager* - All departments, under the direction and supervision on the manager shall be administrated by an officer appointed by and subject to the direction of the Manager. With the consent of the Council, the Manager may serve as head of one or more departments, or may appoint one person as head of two or more of them.

TOWN COUNCIL’S IDENTIFIED PRIORITIES

The previous Town Manager was with the Town for seven years. The Council includes veteran and new members who have worked well together on the recruitment process to fill the vacancy.

Through the recruitment process, the Council has identified several priorities for the new Town Manager:

- Economic Development, annexations to square off boundaries, and commercial/retail redevelopment of existing commercial properties.
- Successful Grant experience to assist with infrastructure needs, such as stormwater.
- Intergovernmental partnerships within Pinellas County to address roadways.
- Review and Preparation of the Town Budget and Town Policies and Procedures.
- Formation of a staff team For example, the City Clerk position is currently vacant, which is hired and supervised by the Town Manager.
- Effective and open communication with the Council, with priorities set annually and quarterly progress reports provided to the Council. The Town Council desires enhanced transparency to its residents regarding its priorities, and progress of its projects.

COMPENSATION

The Town is offering this position with a [(a) a range of \$xxx,xxx.xx to \$xxx,xxx.xx; [or] (b) willingness to competitively compensate commensurate with their experience and duties], using the Florida League of Cities data for similar size towns, as a guide.

The previous Manager was paid an annual salary of \$96,000, plus standard benefits.

RESUME SUBMITTAL DATE:

The Town website is www.kennethcityfl.org. A cover letter, resume and three each professional and personal references should be forwarded by [insert date] to Randy@cityattorneys.legal. All submittals are public record within the State of Florida. Successful applicants will be interviewed in [insert month] and [insert month] 2021 and will be subject to a background check.

City Manager Attributes Questionnaire Summary of Results 03/2021

Please fill out this form, sign and be prepared to discuss with the Sr. Advisor; it will be filed with the public records custodian for the City.

The last part of the form is an open-ended section where you are asked to provide additional comments and observations.

It is important that all members of the City Council complete the form to ensure the advertisement reflects the City. The City Council will be asked to review and approve the draft position profile, job advertisement and salary range at a public meeting. It is expected the form will take about 20-30 minutes to complete.

Note: This form, along with review of other source documents (examples--Charter, Code, Budget) will provide important information for a City Manager Position Profile that can be used in the recruitment process.

PART 1: KNOWLEDGE, SKILLS AND ABILITIES (KSA) AND OTHER ATTRIBUTES OF DESIRABLE CITY MANAGER -

1 = LOW, through 5=HIGH

Attribute	<i>Importance</i>	<i>Comments</i>
Education, Background and Professional Affiliation		
<ul style="list-style-type: none"> • 1. Relevant education such as a degree in public or business administration. 	5, 4, 5, 5, 5	Master's Degree Required? Yes & No _or 10 yrs experience; or BA/BS degree; or equivalent_
<ul style="list-style-type: none"> • 2. Relevant experience as a city/county mgr. or administrator or assistant CAO. 	5, 4, 5, 5, 5	FL Experience Required? Yes and No ; Years of Experience most important
<ul style="list-style-type: none"> • 3. Membership in ICMA and/or FCCMA. ¹ 	3, 4, 5, 4, 5	Networking important 4 city; should be certified ; piggy-back for town projects thru networking with other govts.

Knowledge, Skills and Abilities			
<ul style="list-style-type: none"> 4. Ability to foster effective Council/Manager relations. 	5, 4, 5, 5, 5	a must with all leadership roles, must work well with all types of folks	
<ul style="list-style-type: none"> 5. Possess administrative ability and understanding of local government. 	5, 5, 5, 5, 5	3 months for out-of-state candidates to come up to speed; put Local & State Statutes into policies for Team to follow in KC	
<ul style="list-style-type: none"> 6. Written and oral communication skills 	5, 5, 5, NA,5	these skills needed with County on road projects; must for any job	
<ul style="list-style-type: none"> 7. Governmental budget/finance skills 	5, 5, 5, 5, 5	Forecasting skills, monitoring to stay on track; create annual budget & then day-2-day manage finances	
<ul style="list-style-type: none"> 8. Human resources skills and ability to manage professional staff 	5, 4, 5, 5, 5	small town so TM needs 2 understand & apply laws in addition to working with unions,	
<ul style="list-style-type: none"> 9. Labor relations / collective bargaining experience 	5, 4,5, 5, 5	3 year contract up so TM must have skills 2 negotiate contract	
<ul style="list-style-type: none"> 10. Positive community relations and has open door policy 	5, 5, 5, 5, 5	encourage open communication, feedback no manner; outward communication needed to community; present new ideas, surveys & data to TC	
<ul style="list-style-type: none"> 11. Able to foster Intergovernmental Relations 	5, 5, 5, 5, 5	Communicate w/good decision making skills; small town so must have ability to work with others on grants.	
<ul style="list-style-type: none"> 12. Economic Development/ Revitalization/Business Retention Skills/Relates to needs of City's business community. 	5, 5, 5, 5, 5	must be able to find & write grants to help with city improvements; redevelop empty space as taking away from revenues; needs to be addressed immediately.	
<ul style="list-style-type: none"> 13. Innovation and Major Achievements 	5, 3,5, NA,5	Achievable quantitative goals by TC for TM for Town.	
<ul style="list-style-type: none"> 14. Understands Infrastructure development and facilities management. 	5, 5,5, 5, 5	Redevelop, rebuild, annexations as need population for share of Pennies of Pinellas; economic dev.;	

		Update infrastructure from the 50s with phased CIP in budget	
<ul style="list-style-type: none"> 15. Understands and uses information technology 	5, 4,5, 4, 5	TM s/b up on IT to meet state requirements (records 4 example) & Budget for IT	
<ul style="list-style-type: none"> 16. Understands and supports FL broad-based open meeting and public records requirements. 	5, 4,3, 5, 5	willing to interview out of state, as new manager can learn FLA; receive public records timely-TC & public	

PART 2: Character Traits and Competencies

These are leadership, delegation and management skills.

SCALE 1-5 WITH 1 BEING LOW, 3 BEING MEDIUM AND 5 BEING HIGH

City Council Assessment of the Relative Importance for the position of City Manager.

Demonstrable Character Traits/ Competencies	Importance to the City Council Member- Score 1 TO 5	Comments by Members of City Council (Optional) – attach additional sheets as needed.
1. Able to build consensus among divergent groups	5, 5, 3, 4,5	YES but not behind closed doors; a given for all leaders
2. Decisive/exercises good judgment and effective decision-making skills.	5, 5, 4, 5, 5	Run with TC decision, but involve TC more at beginning with options; must be able to use, submit & work within timelines
3. Honest/Ethical/Has Integrity	5, 5, 5, 5, 5	Less closed door mtgs w/TC members
4. Works whatever hours are required.	5,5,4, 5, 5	Work contract hrs + events; Small town, larger scope of work for TM
5. Has leadership skills and ability to motivate staff	5,5,5, 5, 5	Be a hands-on doer- as middle level costly to Town; employees to be motivated and kept happy with fulfilling jobs;
6. Keeps composure and an even disposition	5,5,5, 4, 5	No comments
7. Sensitive to others' needs and position	5,4,3, 5, 5	empathic but to a point w/employees; TM should listen to all points of view
8. Keeps current on City projects and keeps the Council updated	5,5,5, 5, 5	Monthly reports to TC on pjcts
9. Willing to be innovative	5,5,5, 5, 5	the town to go green; Small town requires innovation of TM; Must work with other cities to reduce costs, obtain grants & use all available resources Forward Pinellas.
10. Timely execution of Council policy and directives	5,5,5, 5, 5	ALL Council members to receive same information; Council to set reasonable timelines for TM to meet
11. Treats others with respect and dignity	5,5,5, 5, 5	Diplomatic w/all
12. Has a sense of humor and does not take offense easily	5,5,2, 5, 5	not hiring an entertainer

13. Recruits and retains competent, professional and responsive staff	5,5,5,5, 5	Due to current turnover-will need experienced people to assist	
14. Is a decentralized leader but holds staff accountable	5,4,1, 4, 5	No one to delegate to in town, so cannot decentralize; evaluations for staff & weekly meetings w/staff to ensure accountability of staff; TM to assign& oversee work to ensure completeness in an assigned timeframe	

15. Understands Strategic Planning	5,5,5,5,5	DPW Generator example; TM to stay focused on key policy priorities set by Council.	
16. Comfortable working in a smaller community with limited administrative staff	5,5, 5,5, 5	Has to wear many hats; KC is a small town & requires a knowledgeable TM as limited staff to assist.	
17. Is outgoing, confident, proactive	5,5, 5, 5, 5	pro-active w/new ideas & bringing grant opps; TM can't hesitate to contact TC for policy guidance	
18. Is positive and approachable	5, 5,3, 5, 5	Approachable; But if it's bad-just tell us that's its bad.	
19. Has good listening skills	5,5, 5, 5, 5	Listen & respond but don't talk around issue;	
20. Values and embraces cultural diversity	5,5, 5, 5, 5	more diversity among staff; respect differences w/no personal biases.	

PART 3: ADDITIONAL COMMENTS AND CONCERNS BY MEMBERS OF THE CITY COUNCIL: (USE THIS SECTION TO ADD ANY COMMENTS OR CONCERNS YOU HAVE ABOUT THE EXPECTATIONS FOR THE CITY MANAGER ANY COMMUNITY ISSUES YOU FEEL THAT REQUIRE SPECIFIC ATTENTION BY THE CITY MANAGER (ESPECIALLY IN THE FIRST YEAR OF EMPLOYMENT))

ADDITIONAL EXPECTATIONS, SKILLS OR ATTRIBUTES YOU FEEL ARE IMPORTANT FOR THE POSITION:

The first goal would be to train & encourage existing staff, along with new ones to work together as a team.

Be able to locate, write and obtain grants to help with infrastructure projects; communicate with public works and Pinellas county on infrastructure needs.

Provide for transparency with open discussion & questions encouraged at Council meetings.

Annexations for revenue growth & squaring off of Town boundaries.

Economic Growth X 3.

Present a monthly project update to Town Council.

Town Manager must have a wide range of skills to juggle many items at once. Such as creating budgets, making sure all regulatory requirements are met; have policies and procedures, have project management skills and be willing to reach out to council and resources for assistance.

COMMUNITY ISSUES THAT YOU FEEL WILL REQUIRE THE SPECIFIC ATTENTION OF THE CITY ADMINISTRATOR IN THE FIRST YEAR OF EMPLOYMENT WITH THE CITY:

Continue code enforcement in Town.

Continue to encourage businesses on 54th street to modernize store fronts, and encourage new businesses to locate here.

Infrastructure needs to include resurfacing and drainage issues.

Review and preparation of annual budget and taxing levels “find the fat”.

ED and redevelopment of Kmart property.

Promote Fun inexpensive community events.

Look at Generator & Fueling System in the Town (example-Police)

Hire staff, train staff, and put processes in place. There will be a very tight budget and the TM will need to work within that budget, and provide policy choices to the Town Council w/overview to Council.

OTHER CONCERNS OR RECOMMENDATIONS THAT YOU HAVE:

It is important that new town manager have a network of people in the field from which they can draw ideas and information.

All of these attributes should be at the top of the scale. Expect the person to be more than competent; looking for someone who strives to excel in position & has record doing it. Good communication b/t Mayor, Council, public works & County. Put a minimum and max on salary (for ad);

Would like town manager to live 5-10 miles from the Town.

Review of town's sick leave and PTO policies.

Knowledge of emergency actions required for Hurricanes.

Promote discussion on policy choices to Council at Budget Hearings.

Update the Town Charter.

It will be a long-haul assignment as TM to start with. We'll need a passionate person that takes pride in achievement.

SAMPLE INTERVIEW QUESTIONS
INTERIM TOWN MANAGER

1. Give a brief summary of your past education and experience & specifically how does it relate to Kenneth City?
2. What research have you completed on Kenneth City? What were your initial impressions of the Town?
3. Give a brief summary of your budget preparation experience?
4. How would inform/present to the Town Council During the budget process; of policy issues for the Council to determine before a tentative mileage is adopted?
5. What should be the priorities for an Interim Town Manager?
6. If hired as permanent Town Manager outline the first 30; 90 and 180 days?
7. How have you assisted in the development of Town Council's strategic planning and long term goal setting? Provide a specific past example.
8. Would you be interested in applying for the permanent Town Manager position?
9. What is your experience with monitoring service contracts for the Town? Provide a specific example.
10. What is your experience with public works?
11. What is your experience with Human Resources?
12. What is your experience with working with a Police Chief & Police Dept?
13. How would you find common ground with employee unions on contract negotiations? Can you provide a specific example?
14. How would propose to reach out to inform/involve the residents of Kenneth City? Can you provide a specific past example?
15. How would you create partnerships with other local governments in the area?

BEST PRACTICES
INTERVIEWING AND HIRING

- **The Goal**
 - The goal in all employee selection processes is to select the most qualified candidate for the job. Following these procedures should facilitate that aim.
- **The Interview**
 - The purpose of an interview is to learn as much about the applicant as possible, not just to “sell” the job to the applicant.
- **Typical Interview Steps**
 - Introduction → Overview → Information Exchange → Q&A → Close
- **Questioning**
 - Ask open-ended questions that require the applicant to do the talking which will reveal traits about their management or communication styles
 - Do not interrupt a candidate mid-answer
- **Improper Interview Questions**
 - Do not ask questions about the applicant’s age, ancestry, racial or ethnic background.
 - Do not inquire as to the applicant’s use of legal drugs, past use of illegal drugs, or use of alcohol.
 - Do not ask female applicants about their plans for a family, how many children they have, or who will take care of the children while they are working
 - Do not ask what church they attend or what religion they are.
 - Do not ask about the candidate’s health, worker compensation history, or about disabilities not related to the job duties to be performed.
 - **Remember** you cannot ask a third party what you cannot ask the applicant.
- **Taking Notes**
 - You may take notes as to the positive and negative things about a candidate
 - Make your notes relevant to the job duties
 - Avoid notes regarding physical appearance
 - Be consistent in your notes and evaluations
 - **Remember** Any notes you take are subject to Florida’s public records laws

Statewide Sample Salary: Sorted by Population Size

Municipality	County	Year Incorporated	Form of Government	2019 Population	If applicable, what is your municipality's current annual salary for the position of manager?
Golden Beach	Miami-Dade	1929	Council-Manager	947	\$203,710.00
Gulf Stream	Palm Beach	1925	Council-Manager	1,032	\$115,000.00
Palm Beach Shores	Palm Beach	1951	Council-Manager	1,193	
Archer	Alachua	1850	Council-Manager	1,201	\$85,000.00
Bradenton Beach	Manatee	1952	Council-Weak Mayor	1,202	
Inglis	Levy	1956	Council-Weak Mayor	1,311	
Callahan	Nassau	1911	Council-Weak Mayor	1,315	\$0.00
San Antonio	Pasco	1891	Council-Weak Mayor	1,320	
St. Leo	Pasco	1891	Council-Weak Mayor	1,325	
Interlachen	Putnam	1888	Council-Weak Mayor	1,350	\$0.00
Keystone Heights	Clay	1925	Council-Manager	1,357	\$62,500.00
Baldwin	Duval	1876	Council-Strong Mayor	1,415	
Lake Hamilton	Polk	1925	Council-Manager	1,430	\$69,481.00
South Palm Beach	Palm Beach	1955	Council-Manager	1,448	\$100,000.00
Hawthorne	Alachua	1881	Council-Manager	1,456	\$80,000.00
Indian Shores	Pinellas	1949	Council-Strong Mayor	1,467	\$107,000.00
Crescent City	Putnam	1883	Council-Manager	1,583	\$70,000.00
Belleair Beach	Pinellas	1950	Council-Manager	1,591	\$95,000.00
Howey-in-the-Hills	Lake	1925	Council-Strong Mayor	1,611	
Anna Maria	Manatee	1923	Council-Strong Mayor	1,623	
Century	Escambia	1945	Council-Strong Mayor	1,626	\$62,400.00
Gretna	Gadsden	1909	Council-Manager	1,656	\$96,400.00
Pierson	Volusia	1929	Council-Weak Mayor	1,739	\$0.00
Zolfo Springs	Hardee	1904	Council-Weak Mayor	1,778	\$58,000.00
Lake Butler	Union	1893	Council-Manager	1,779	\$89,385.00
Sneads	Jackson	1894	Council-Manager	1,802	\$50,000.00
Dunnellon	Marion	1891	Council-Manager	1,810	\$78,000.00
Ocean Ridge	Palm Beach	1931	Council-Manager	1,836	\$125,000.00
Montverde	Lake	1925	Council-Weak Mayor	1,878	
Astatula	Lake	1927	Council-Weak Mayor	1,937	
Hillsboro Beach	Broward	1939	Council-Manager	1,939	\$135,000.00
Wewahitchka	Gulf	1959	Council-Manager	1,971	\$54,000.00
Atlantis	Palm Beach	1959	Council-Manager	2,036	\$127,308.00
Oak Hill	Volusia	1927	Council-Weak Mayor	2,041	\$50,000.00
Sewall's Point	Martin	1957	Council-Manager	2,090	\$110,000.00
Belleair Bluffs	Pinellas	1963	Council-Weak Mayor	2,094	\$96,000.00
El Portal	Miami-Dade	1937	Commission	2,150	\$85,000.00
Redington Shores	Pinellas	1955	Council-Weak Mayor	2,213	\$0.00
Polk City	Polk	1925	Council-Manager	2,321	\$107,000.00
Apalachicola	Franklin	1831	Hybrid	2,339	\$66,000.00

Eatonville	Orange	1887	Council-Strong Mayor	2,348	\$75,000.00
Blountstown	Calhoun	1903	Council-Manager	2,414	\$67,480.00
Virginia Gardens	Miami-Dade	1947	Council-Strong Mayor	2,441	
Monticello	Jefferson	1861	Council-Weak Mayor	2,449	\$63,000.00
Bushnell	Sumter	1911	Council-Manager	2,509	\$103,578.00
Eagle Lake	Polk	1921	Council-Manager	2,649	\$90,000.00
Edgewood	Orange	1924	Council-Weak Mayor	2,717	\$0.00
Lake Helen	Volusia	1888	Council-Manager	2,773	\$74,169.89
Hypoluxo	Palm Beach	1955	Council-Strong Mayor	2,789	\$0.00
Indialantic	Brevard	1952	Council-Manager	2,853	\$104,217.00
Port Richey	Pasco	1925	Council-Manager	2,862	\$105,000.00
Bowling Green	Hardee	1927	Council-Manager	2,923	\$70,000.00
Windermere	Orange	1925	Council-Manager	2,972	\$132,000.00
Malabar	Brevard	1962	Council-Strong Mayor	2,979	\$65,000.00
Madison	Madison	1945	Council-Manager	2,998	\$67,475.20
Chattahoochee	Gadsden	1921	Council-Manager	3,090	\$86,715.00
Melbourne Beach	Brevard	1923	Council-Manager	3,111	\$90,000.00
Ponce Inlet	Volusia	1963	Council-Manager	3,151	\$150,000.00
Frostproof	Polk	1921	Council-Manager	3,197	\$78,790.00
Bunnell	Flagler	1913	Council-Manager	3,271	\$84,489.00
Oakland	Orange	1887	Council-Manager	3,365	\$105,000.00
Loxahatchee Groves	Palm Beach	2006	Council-Manager	3,404	\$125,000.00
Lake Clarke Shores	Palm Beach	1957	Council-Manager	3,420	\$145,062.00
Crystal River	Citrus	1903	Council-Manager	3,434	\$112,700.00
Juno Beach	Palm Beach	1953	Council-Manager	3,442	\$176,061.00
Midway	Gadsden	1986	Council-Manager	3,449	\$55,000.00
Port St. Joe	Gulf	1913	Council-Manager	3,459	\$96,234.80
Chipley	Washington	1901	Council-Weak Mayor	3,568	\$97,219.00
Parker	Bay	1967	Council-Strong Mayor	3,694	\$0.00
Holmes Beach	Manatee	1950	Council-Strong Mayor	3,927	
Mulberry	Polk	1901	Council-Manager	3,983	\$136,000.00
Mary Esther	Okaloosa	1946	Council-Manager	4,013	\$110,000.00
Belleair	Pinellas	1925	Council-Manager	4,053	
Umatilla	Lake	1904	Council-Manager	4,154	\$89,568.00
Indian River Shores	Indian River	1953	Council-Manager	4,314	\$147,700.00
Grant-Valkaria	Brevard	2006	Council-Manager	4,346	\$90,000.00
Daytona Beach Shores	Volusia	1960	Council-Manager	4,372	\$153,500.00
Madeira Beach	Pinellas	1947	Council-Manager	4,417	\$125,000.00
Indian Rocks Beach	Pinellas	1956	Council-Manager	4,432	\$137,500.00
Flagler Beach	Flagler, Volusia	1925	Council-Manager	4,779	\$122,712.00
Dundee	Polk	1925	Council-Manager	4,957	\$90,000.00
South Pasadena	Pinellas	1955	Commission	5,085	
LaBelle	Hendry	1925	Council-Weak Mayor	5,108	\$0.00
Kenneth City	Pinellas	1957	Council-Weak Mayor	5,110	\$96,100.00
Wauchula	Hardee	1907	Council-Manager	5,229	\$108,281.16
South Bay	Palm Beach	1941	Council-Manager	5,270	\$125,000.00
Bellevue	Marion	1885	Commission	5,273	\$122,610.00
Valparaiso	Okaloosa	1921	Council-Strong Mayor	5,339	\$73,216.00
Starke	Bradford	1870	Council-Weak Mayor	5,438	\$95,000.00

Okeechobee	Okeechobee	1915	Council-Weak Mayor	5,603	\$90,818.23
Fellsmere	Indian River	1911	Council-Manager	5,611	\$110,000.00
DeFuniak Springs	Walton	1901	Council-Manager	5,629	\$98,000.00
Fort Meade	Polk	1885	Council-Manager	5,786	\$119,800.00
Gulf Breeze	Santa Rosa	1961	Council-Manager	5,849	\$117,000.00
Tequesta	Palm Beach	1957	Council-Manager	5,850	\$168,960.00
Pahokee	Palm Beach	1922	Council-Manager	5,907	\$118,000.00
Surfside	Miami-Dade	1935	Council-Manager	6,015	\$181,000.00
Marianna	Jackson	1911	Council-Manager	6,030	\$115,000.00
Davenport	Polk	1915	Council-Manager	6,038	\$115,000.00
Bay Harbor Islands	Miami-Dade	1947	Council-Manager	6,039	\$172,000.00
Lake Alfred	Polk	1915	Council-Manager	6,199	\$123,533.00
Mascotte	Lake	1925	Council-Weak Mayor	6,205	\$130,208.00
Islamorada, Village of Islands	Monroe	1997	Council-Manager	6,211	\$152,366.00
Lauderdale-By-The-Sea	Broward	1947	Council-Manager	6,236	
Pembroke Park	Broward	1957	Council-Manager	6,408	\$150,000.00
High Springs	Alachua	1892	Council-Manager	6,444	\$100,000.00
Fort Myers Beach	Lee	1995	Council-Manager	6,520	\$174,300.00
Newberry	Alachua	1908	Council-Manager	6,573	\$118,673.00
Indiantown	Martin	2017	Council-Manager	6,728	\$141,111.00
St. Augustine Beach	St Johns	1959	Council-Manager	6,749	\$121,209.14
Sanibel	Lee	1974	Council-Manager	6,756	\$188,999.98
Treasure Island	Pinellas	1955	Council-Manager	6,873	\$150,267.00
Live Oak	Suwannee	1878	Council-Manager	6,895	\$95,250.73
Perry	Taylor	1903	Council-Manager	7,031	\$120,000.00
Longboat Key	Manatee,Sarasota	1955	Council-Manager	7,043	\$198,400.00
Neptune Beach	Duval	1931	Council-Manager	7,213	\$118,000.00
Dade City	Pasco	1889	Council-Manager	7,314	\$102,300.00
Inverness	Citrus	1919	Council-Manager	7,340	\$110,000.00
Belle Isle	Orange	1924	Council-Manager	7,365	\$140,000.00
Southwest Ranches	Broward	2000	Council-Manager	7,704	\$180,000.00
Springfield	Bay	1935	Council-Strong Mayor	7,793	\$0.00
Green Cove Springs	Clay	1874	Council-Manager	7,841	\$130,000.00
Clewiston	Hendry	1925	Council-Manager	7,972	\$170,000.00
Palm Beach	Palm Beach	1911	Council-Manager	8,321	\$230,787.00
Marathon	Monroe	1999	Council-Manager	8,593	\$190,000.00
Indian Harbour Beach	Brevard	1955	Council-Manager	8,637	\$137,317.00
Brooksville	Hernando	1856	Council-Manager	8,661	\$109,798.00
Orange Park	Clay	1879	Council-Manager	8,668	
Lake Park	Palm Beach	1921	Council-Manager	8,916	\$126,547.00
North Bay Village	Miami-Dade	1945	Council-Manager	9,074	\$15,500.00
St. Pete Beach	Pinellas	1957	Council-Manager	9,522	\$190,000.00
Fruitland Park	Lake	1927	Council-Manager	10,094	\$115,850.00
Alachua	Alachua	1905	Council-Manager	10,298	\$147,798.00
Milton	Santa Rosa	1844	Council-Manager	10,551	\$118,705.00
Lighthouse Point	Broward	1956	Council-Manager	10,587	\$174,800.00
Satellite Beach	Brevard	1957	Council-Manager	10,617	\$128,625.00
Palatka	Putnam	1853	Council-Manager	10,723	\$120,000.00
Miami Shores	Miami-Dade	1932	Council-Manager	10,805	\$175,531.00

Sebring	Highlands	1929	Council-Weak Mayor	11,113	\$99,122.40
Cocoa Beach	Brevard	1925	Council-Manager	11,378	\$139,069.00
Lantana	Palm Beach	1921	Council-Manager	11,419	\$157,455.00
Orange City	Volusia	1882	Council-Manager	12,103	\$151,528.00
Holly Hill	Volusia	1901	Council-Manager	12,153	\$145,000.00
Lake City	Columbia	1859	Council-Manager	12,271	\$120,000.00
Gulfport	Pinellas	1910	Council-Manager	12,584	\$149,000.00
North Palm Beach	Palm Beach	1956	Council-Manager	12,622	\$184,062.28
Wildwood	Sumter	1889	Council-Manager	12,665	\$135,000.00
South Daytona	Volusia	1951	Council-Manager	12,819	\$142,000.00
Wilton Manors	Broward	1947	Council-Manager	12,849	\$193,519.00
Fernandina Beach	Nassau	1825	Council-Manager	12,915	\$133,000.00
Key Biscayne	Miami-Dade	1991	Council-Manager	12,922	\$213,500.00
South Miami	Miami-Dade	1926	Council-Manager	12,965	\$212,589.00
Callaway	Bay	1963	Council-Manager	13,211	\$130,000.00
Palmetto	Manatee	1897	Council-Strong Mayor	13,360	
Panama City Beach	Bay	1959	Council-Manager	13,435	\$170,000.00
Destin	Okaloosa	1984	Council-Manager	13,441	\$126,297.00
Atlantic Beach	Duval	1926	Council-Manager	13,792	\$125,008.00
St. Augustine	St Johns	1822	Council-Manager	14,653	\$180,523.43
Niceville	Okaloosa	1938	Council-Manager	14,693	\$140,878.00
Oldsmar	Pinellas	1937	Council-Manager	14,800	\$153,000.00
Mount Dora	Lake	1910	Council-Manager	14,928	\$162,146.00
West Park	Broward	2005	Council-Manager	15,197	
Lady Lake	Lake	1925	Council-Manager	15,655	\$140,967.84
Longwood	Seminole	1875	Council-Manager	15,815	\$109,573.75
New Port Richey	Pasco	1924	Council-Manager	16,027	\$125,000.00
Lake Wales	Polk	1917	Council-Manager	16,062	\$126,000.00
Stuart	Martin	1914	Council-Manager	16,504	\$164,800.00
Auburndale	Polk	1911	Council-Manager	16,534	\$151,305.00
Zephyrhills	Pasco	1914	Council-Manager	16,670	\$126,880.00
Vero Beach	Indian River	1919	Council-Manager	16,708	\$158,000.00
Marco Island	Collier	1997	Council-Manager	17,348	\$185,000.00
Lake Mary	Seminole	1973	Council-Manager	17,449	\$176,862.40
Safety Harbor	Pinellas	1917	Council-Manager	17,608	\$151,008.00
Tavares	Lake	1925	Council-Manager	17,777	\$202,827.66
Belle Glade	Palm Beach	1945	Council-Manager	17,979	\$246,750.00
Opa-locka	Miami-Dade	1926	Council-Manager	18,143	\$169,700.00
Groveland	Lake	1922	Council-Manager	18,255	\$175,032.00
Pinecrest	Miami-Dade	1996	Council-Manager	18,510	\$209,781.00
Cocoa	Brevard	1895	Council-Manager	19,328	\$155,000.00
Seminole	Pinellas	1970	Council-Manager	19,449	\$147,723.00
Lynn Haven	Bay	1913	Council-Manager	19,586	\$11,500.00
Bartow	Polk	1882	Council-Manager	19,665	\$166,277.00
Punta Gorda	Charlotte	1887	Council-Manager	19,961	\$149,884.00
Naples	Collier	1925	Council-Manager	20,922	\$206,000.00
Fort Walton Beach	Okaloosa	1941	Council-Manager	20,940	\$133,030.00
Maitland	Orange	1885	Council-Manager	21,096	\$175,760.00
DeBary	Volusia	1993	Council-Manager	21,176	\$125,000.00

Pinellas County City Manager Salary Survey: Sorted By Population

Municipality	iMIS ID	County	Region	Year Incorporated	Form of Government	2019 Population	Survey Respondent?	If applicable, what is your municipality's current annual salary for the position of manager?
Belleair Shore	133	Pinellas	Central	1955	Council-Strong Mayor	116	1	\$0.00
Indian Shores	287	Pinellas	Central	1949	Council-Strong Mayor	1,467	1	\$107,000.00
Redington Beach	425	Pinellas	Central	1944	Council-Strong Mayor	1,481	0	
North Redington Beach	370	Pinellas	Central	1953	Council-Weak Mayor	1,498	0	
Belleair Beach	131	Pinellas	Central	1950	Council-Manager	1,591	1	\$99,000.00
Belleair Bluffs	132	Pinellas	Central	1963	Council-Weak Mayor	2,094	1	\$96,000.00
Redington Shores	426	Pinellas	Central	1955	Council-Weak Mayor	2,213	1	\$0.00
Belleair	130	Pinellas	Central	1925	Council-Manager	4,053	1	
Madeira Beach	323	Pinellas	Central	1947	Council-Manager	4,417	1	\$125,000.00
Indian Rocks Beach	286	Pinellas	Central	1956	Council-Manager	4,432	1	\$137,500.00
South Pasadena	454	Pinellas	Central	1955	Commission	5,085	1	
Kenneth City	301	Pinellas	Central	1957	Council-Weak Mayor	5,110	1	\$96,100.00
Treasure Island	473	Pinellas	Central	1955	Council-Manager	6,873	1	\$150,267.00
St. Pete Beach	438	Pinellas	Central	1957	Council-Manager	9,522	1	\$190,000.00
Gulfport	257	Pinellas	Central	1910	Council-Manager	12,584	1	\$149,000.00
Oldsmar	378	Pinellas	Central	1937	Council-Manager	14,800	1	\$153,000.00
Safety Harbor	417	Pinellas	Central	1917	Council-Manager	17,608	1	\$151,008.00

Seminole	445	Pinellas	Central	1970	Council-Manager	19,449	1	\$147,723.00
Tarpon Springs	464	Pinellas	Central	1887	Council-Manager	25,507	1	\$130,622.00
Dunedin	197	Pinellas	Central	1899	Council-Manager	37,623	1	\$179,848.00
Pinellas Park	410	Pinellas	Central	1915	Council-Manager	53,284	1	\$181,480.00
Largo	220	Pinellas	Central	1905	Council-Manager	83,737	1	
Clearwater	173	Pinellas	Central	1915	Council-Manager	116,585	1	\$209,753.00
St. Petersburg	437	Pinellas	Central	1903	Council-Strong Mayor	269,357	1	

Total:						21,208,589	10,739,427	344	\$38,567,859.23
Percentage:						statewide population	50.6%	84%	
Average:						10,469,162			\$133,452.80
Median:						unincorporated popl.			\$135,000.00

Florida:	21,208,589
Incorporated:	10,739,427
Unincorporated:	10,469,162

Population Data: University of Florida, Bureau of Economic and Business Resesarch, April 2019 Estimates
Note: revenue & expenditure data for Altha, Esto, Gretna, Hampton and Lazy Lake were not yet available.



THE TOWN OF KENNETH CITY, FLORIDA
Special Council Meeting
PUBLIC NOTICE

The Council of the Town of Kenneth City will meet at Community Hall, located 4600 58th Street North, Kenneth City, Florida to discuss the agenda items of Town business listed at the time indicated below.

Immediately to Follow Workshop

May 4, 2022

Community Hall

- A. Call to Order
- B. Public Comment – (limited to 3 minutes)

Please state your name and address for the record. Public participation is encouraged. If you are addressing the Council, step to the podium and state your name and address for the record. Public comments can also be submitted by email to the Town Clerk at Town57@kennethcityfl.org, written comments must be received by 4pm on the day of the meeting and will be read aloud during the meeting. Please limit your comments to 400 words as the comments are limited to three minutes.

- C. Action Agenda

- 1. Town Manager
 - *See Exhibits in Workshop packet
- 2. Town Accountant
 - CPA Scope of Services
 - Exhibit 1: Current Contract
 - Exhibit 2: Sample Job Descriptions
 - Exhibit 3: Accountant Salary Survey, Pinellas County
- 3. Code Enforcement
 - Exhibit 4: Job Description

- D. Manager Attorney Comments
- E. Mayor/Council Comment
- F. Adjournment

Any person who decides to appeal any decision of the Town Council with respect to any matter considered at this meeting will need a record of the proceedings and for such purposes may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The law does not require the Town Clerk to transcribe verbatim minutes; therefore, the applicant must make the necessary arrangements with a private reporting firm and bear the resulting expense. In accordance with the Americans with Disability Act and F.S. 286.26; any person with a disability requiring reasonable accommodation in order to participate in this meeting should call 727-498-8948 or fax a written request to 727-498-8841. www.kennethcityfl.org



Date: 4/01/2022

Town Council
Town of Kenneth City
6000 54th Avenue North
Kenneth City, FL 33709

Dear Town of Kenneth City:

Thank you for the opportunity to assist the Town of Kenneth City (the Town). Below I have summarized the services to be provided to the Town by our firm (the Consultants).

I. SCOPE OF SERVICES

- A. Consultants will post all income and expense transactions into the accounting software.
 - 1. Town staff will be responsible for all invoices being approved and coded to expense accounts prior to processing. Town staff will be responsible for finalizing checks (i.e. signing and mailing) after processing.
 - 2. Town staff will be responsible for preparing the bank deposits and summarizing the cash receipt information to enable Consultants to post into the accounting records.
- B. Consultants will reconcile all bank and investment accounts each month. Monthly financial statements will be provided to management.
- C. Town staff will process all bi-weekly payrolls via operative third party platform (presently CentrallyHR).
 - 1. Consultants will post payroll and pension transactions into the accounting software but will not audit the accuracy of the payroll records.
 - 2. Each department will be responsible for proper oversight and accuracy of that departments' time records.
- D. Consultants will assist Town staff with the preparation and filing of requisite compliance and regulatory reports, to include American Rescue Plan Act (ARPA) and any state or federal grant submissions.
- E. Consultants will maintain audit files and assist with annual audit examination, to include corresponding with the auditor as directed by the Town Manager or his/her designee.

Consultants will not be required to attend workshops or Council meetings. An additional fee would be charged for any other services beyond the scope of agreed upon services. This additional fee will be charged at a rate of \$100.00 per hour.

II. MANAGEMENT RESPONSIBILITIES

Town management has the following responsibilities that are fundamental to our undertaking of this engagement:

- A. The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements.
- B. The design, implementation and maintenance of internal controls relevant to the preparation of the financial statements that is free from material misstatements, whether due to fraud or error.
- C. The prevention and detection of fraud. Consultants will inform Town of any material errors, fraud, or other illegal acts Consultants discover.
- D. To ensure that the Town complies with the laws and regulations applicable to its activities.
- E. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, Town provides for this engagement.
- F. To provide Consultants with:
 - 1. Access to all information of which Consultants are aware is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - 2. Additional information that Consultants may request from Town for the purpose of this engagement.

3. Unrestricted access to persons within the Town of whom Consultants determine to be necessary to make or resolve inquires.
- G. Town is responsible for all management decisions and responsibilities and for designating an individual with the suitable skills, knowledge, and experience to oversee our services. Town is responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

III. OTHER RELEVANT INFORMATION

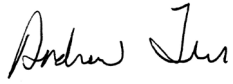
Services will begin as of April 1, 2022, and automatically renew annually with a starting weekly contract amount of \$1,030 for an annual contract amount of \$53,560 with an annual increase allotment of 3%. The fee is based upon anticipated cooperation with Town personnel. If significant additional time is necessary, Consultant will discuss it with Town Management and arrive at a new fee estimate. If additional services are required beyond those described herein, a standard hourly fee of \$100 will be charged. The Consultants may take up to 3 weeks leave during the annual contract term. If on leave, the Consultants agree to coordinate with the Town and any third party, as necessary, to ensure there is no interruption to the services contemplated herein. Consultants' leave shall not reduce or release the Town from remitting the agreed-upon compensation in this agreement. Management will be made aware of any time consultants will not be available. This agreement can be terminated with 60 days written notice by either party.

IV. PUBLIC RECORDS

- A. IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 727-498-8948, cabezasa@Kennethcityfl.org, or 6000 54th Ave. N, Kenneth City, FL 33709.**
- B. Owing to this Agreement with a public entity, Consultant agrees to:
1. Keep and maintain public records required by the Town to perform the service.
 2. Upon request from the Town's custodian of public records, provide the Town with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
 3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the Town.
 4. Upon completion of the contract, transfer, at no cost, to the Town all public records in possession of the contractor or keep and maintain public records required by the Town to perform the service. If the contractor transfers all public records to the Town upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Town, upon request from the Town's custodian of public records, in a format that is compatible with the information technology systems of the Town.

We appreciate the opportunity to be of service to the Town of Kenneth City and believe this letter adequately summarizes the significant terms of services to be provided. If Town acknowledges and agrees with the terms of services to be provided, please sign in space indicated below and return a copy to me.

Sincerely,



Name Title Date

Andrew Tess, CPA



**The Town of Kenneth City Invites Applications for
the Position of:**

Finance/Accounting Specialist

Salary: \$41,330 to \$61,996 Annually, DOQ

Opening Date: March 21, 2016

Closing Date: Open until filled

General Description of Duties

Performs intermediate paraprofessional work with emphasis in preparing, maintaining and interpretation of a variety of financial reports and accounting records, with routine work in accounts payable and receipt; Performs human resources generalist and duplicative duties in absence of the Town Clerk. Does related work as required. Work is performed under regular to limited supervision by the Town Manager or Town Clerk, and is evaluated through observation, conferences, and the quality and effectiveness of work completed. Reports to Town Manager.

Examples of Essential Job Functions

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.

Reviews, monitors and processes a variety of fiscal transactions. Reconciles accounts. Maintains records. Receives and accounts for cash transactions. Performs billing. Reviews accounts payable transactions for accurate documentation. Authorizes and processes payments. Performs purchasing functions. Develops and monitors budgets and financial reports. Assists in compiling information pertaining to budgets, accounts, inventories and other financial operations. Enters data onto spreadsheets, ledgers, worksheets and/or other forms. Performs payroll duties, as needed. Responds to inquiries; checks accounting transactions to resolve discrepancies. Prepares and maintains 1099 vendor records and tax filing documents. Performs human resources generalist duties including benefits and risk management, meanwhile maintaining a thorough, working knowledge of state and federal employment laws and public sector human resources practices. May support research administration activities such as monitoring grant funding and expenditures. Performs related responsibilities as required.

Minimum Training & Experience

Bachelor's degree in finance, accounting, business or a related field, and a familiarity of local government finance, accounting or business principles is preferred, or

Two years college with courses in finance, accounting, human resources or public administration, supplemented by two-years related experience. An equivalent combination of education, training, and/or

experience may be considered in lieu of the educational requirements for this position.

Thorough, working knowledge of computers, software and other modern office equipment, including MS Word, Excel, and Publisher is required. Experience in Tyler Technologies – Fund Balance software strongly preferred.

Candidate must be highly motivated and organized, and possess an interest or ability to learn new tasks while being able to interact pleasantly and positively with the general public, vendors, and other employees.

Must possess a valid Florida Driver's License.

Please note: Preference may be given to motivated candidates with 1 to 2 years of municipal finance, accounting, human resources and/or a public administration background with an interest in obtaining a position within a progressive community who, after obtaining 3-5 years of experience, will be poised to advance to a progressively responsible municipal position elsewhere, to ultimately further their overall career objectives.

ADA Compliance

This is sedentary work requiring the exertion of up to 25 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly. Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for peripheral vision, preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The worker is not subject to adverse environmental conditions.

The Town of Kenneth City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Survey Salary for CPAs and lower level accountants in Pinellas County Municipal Governments

Town	Position	Hrly Rate	Salary	Notes
Belleair Bluffs	CPA and City Treasure		\$58,350	
City of Gulfport	Finance Director, CPA		\$109,842.72	Has 8 finance people
	Accounting Manager		\$65,145.60	
	Sr. Accountant		\$53,836.64	
Largo	Accountant		\$48,152.00 - \$77,043.20	
	Senior Accountant		\$51,771.20 - \$82,825.60	
Pinellas Park	Accounting Manager		\$57,834.66 - \$88,003.24	
	Accountant		\$49,870.85 - \$75,884.28	
	Accounting Technician		\$37,081.72 - \$56,424.16	
	Accounting Clerk		\$35,295.00 - \$53,705.08	
Seminole	Senior Accountant		\$57,936.52- \$86,904.79	
Treasure Island	Finance Director, CPA	\$45.35	\$94,328	
	Assistant Finance Director	\$37.34	\$77,667	
	Fiscal Analyst	\$26.44	\$55,995	
	Account Specialist	\$20.35	\$42,328	

Town of Kenneth City

Position: Non-Exempt

Code Enforcement

Job Title: Code Enforcement Officer
Department: Building, Permitting, Zoning and Economic Development
Reports to: Town Manager or his designee
Classification: Full time; Non-Exempt
Compensation: \$14 to \$18.65 hourly (DOQ)

Summary:

The Code Enforcement Officer Takes direction primarily from and reports to the Town Manager or designee. The incumbent will spend approximately 40% of their time on Code Enforcement related events. The rest of the incumbent's time will be spent working on a variety of tasks in the field as well as in the office.

These tasks include the distribution of public information, maintaining work orders, assuring high-quality standards, maintaining NPDES-permit related records, creating and distributing environmental/safety-related public education/information, and various tasks as assigned by the Town Manager. The Code Enforcement Officer will support Town Staff throughout the annual business tax processes including the inspection of commercial operations town-wide.

Responsibilities:

Under the direction of the Town Manager and the Town Clerk, the person in this position performs varied administrative office duties of a complex nature. The incumbent is expected to exercise independent judgment, and to make decisions regarding non-routine questions and work methods. The position requires exceptional customer service, including strong interpersonal and written communication aptitudes. Additional capabilities of the incumbent include the ability to type, proficiency in and knowledge of entering and maintaining information into databases, updating files, processing forms, researching information, managing records, scheduling appointments, providing information to callers and/or walk-in citizens and maintaining knowledge of the organization's policy and procedures.

Work is reviewed through observation, review of work products, and results obtained. Tasks include public contact, purchasing, office management, bookkeeping and assisting in the management of public records.

Essential Functions:

- Support the Administrative Assistant in greeting public entering or calling Town Hall, determines nature and purpose and directs to specific department/personnel.

- Provides information in person, by telephone or email to answer routine inquiries and general information. Takes messages when necessary.
- Provides assistance to department supervisors, as needed and works closely with other staff to ensure adequate administrative coverage is maintained.
- Maintains a data base of volunteers, vendors and outside resources for events.
- Coordinates the work activities of employees, volunteers and interns at events.
- Prepares status reports and outcomes of events for Town Manager and Town Council.
- Performs other duties as assigned.
- Stays abreast of issues related to stormwater and emergency management.
- Enforce ordinances, specific state law sections and the international property maintenance code
- Respond to citizen's complaints of code violations.
- Inspects and investigates potential violations of Town codes and other laws which have been reported to determine if a violation has occurred.
- Proactively patrols and surveys locations for code violations during the course of duties.
- Researches land ownership records, permitting records and past or current code violations using computer.
- Prepares a descriptive summary report on conditions and findings regarding each case investigation to document potential violations for case preparation.
- Prepares notices of violation to be sent or served directly upon violators after inspection; communicates with alleged violators regarding findings, the process they will be involved in, and the resolution of the violation.
- Re-inspects violations for compliance, issues citations and notices to appear, and prepares reports as necessary.
- Appears in court or other judicial proceedings to submit evidence and case summaries for the enforcement/prosecution of criminal infractions of codes, ordinances and/or laws.
- Works in compliance with other departments that are engaged in code compliance tasks. (i.e., building inspector, public works, storm water, fire codes, etc.)
- Maintains communications for establishing coordination with other departments/agencies relevant to code enforcement activities.
- Maintains Town work orders and reviews work as requested by the Town Manager.

Knowledge, Skills and Abilities:

- Knowledge of municipal government operations.
- Knowledge of code enforcement operations.
- Knowledge of public works operations.
- Knowledge of event planning methods and principles.
- Skilled in prioritizing, organizing and managing multiple projects simultaneously.
- Skilled in preparing clear and concise reports, including oral, written and audio/visual.
- Excellent communication skills, including writing, proof reading and speaking.
- Ability to effectively use computer applications, MS Office proficiency a must.
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work.
- Ability to work a flexible schedule as applicable to an event.
- Aptitude for an attention to detail and accuracy.
- Ability to work on a variety of unrelated tasks at the same time.

- Ability to work effectively under time constraints to meet deadlines.
- Time management skills and excellent inter-personal skills.

Additional Responsibilities/Requirements:

- Within a 180-day probationary period, must acquire considerable knowledge of the Town's functions, policies/procedures and applicable ordinances.
- May perform work of higher classified positions as assigned.
- Other related duties as assigned by the Town Manager or designee.

Job Environment:

Administrative work is performed under typical office conditions. Special events work may involve working outdoors, and under varying conditions requiring exposure to weather or other non-standard, indoor conditions. The noise level is moderate at times. Employee may be required to attend evening meetings, and/or work during weekends and holidays, as needed. Employee will be eligible for equivalent time off for work outside of his/her typical work schedule.

Physical and Mental Requirements

Ability to speak, hear and comprehend conversation spoken in English.

Ability to see, read, and comprehend writing and computer printouts in English.

Ability to print or write numbers, and words legibly in English.

Ability to lift and carry materials not to exceed 20 lbs.

Ability to stand for periods of time not to exceed 30 minutes at one time.

Ability to stoop, kneel and reach overhead for books or paper.

Ability to control behavior when encountering stressful situations, such as in dealing with the uncooperative public, peers, oral presentations, or when encountering necessary deadlines.

Ability and confidence of making decisions to enable a project to move forward, without waiting on immediate feedback when important deadlines are at risk of being met.

This job description is not intended to be and should not be construed as an all-inclusive list of the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract for employment.

The Town of Kenneth City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.