

From the Professional Association
of Appointed Administrators Serving
Cities, Counties, Regional Councils,
and Other Local Governments

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ATTACHMENT 2

13

ICMA

NEWSLETTER

MARCH 3 DEADLINE FOR ICMA'S 2006 ANNUAL AWARDS PROGRAM

See supplement 1 to the January 9 *ICMA Newsletter* or Web site icma.org/awards for information on ICMA's 2006 Annual Awards Program. The awards program is divided into two categories: Professional Awards that recognize individual achievement by chief administrative officers, assistant administrators, and others; and Program Excellence Awards presented to local governments and their chief administrators in recognition of their creative and successful programs.

The deadline to apply for the 2006 program is March 3, 2006.



ICMA Executive Board Agenda

The ICMA Executive Board has set the following agenda for its February 9-12, 2006, meeting in Orlando, Fla.:

- Adopt registration fees and budget for 2006 annual conference.
- Conduct annual review of ICMA's financial management policies.
- Discuss how to conduct ICMA's next strategic planning process.
- Review recommendations to enhance fundraising for ICMA's Fund for Professional Management.
- Select cities for 2014 conference site visits.
- Finalize process for the board's selection of ICMA's next president-elect.
- Review progress on board work plans on membership recruitment and retention.
- Review progress on ICMA's branding initiative.

The board meeting will take place at the Wyndham Orlando Resort, and members are welcome to attend. For information on the schedule, contact Betsy Sherman at ICMA, 202/962-3612 or bsherman@icma.org.

ICMA Committee on Professional Conduct: Short Tenure Issues for the Profession

Since 2002, the ICMA Committee on Professional Conduct (CPC) has reviewed 15 cases involving members who left their positions before serving two years. The length of service guideline under Tenet 4 of the ICMA Code of Ethics advises members that a minimum of two years is considered necessary in order to render a professional service to the local government.

Length of Service. A minimum of two years generally is considered necessary in order to render a professional service to the local government. A short tenure should be the exception rather than a recurring experience. However, under special circumstances, it may be in the best interests of the local government and the member to separate in a shorter time. Examples of such circumstances would include refusal of the appointing authority to honor commitments concerning conditions of employment, a vote of no confidence in the member, or severe personal problems. It is the responsibility of an applicant for a position to ascertain conditions of employment. Inadequately determining terms of employment prior to arrival does not justify premature termination.

(Continued on page 11)

CAREER O P P O R T U N I T I E S

CAO POSITIONS

recognized local governments

Framingham, MA (67,000)

Town Manager. Salary competitive DOQ/E. ICMA (GM) recognized in 1969; 4 managers since 1990. \$197.7M total operating budget, including schools. Plan adopted in-1996. Community 20 miles west of Boston. Require bachelor's degree, prefer master's degree, or theoretical knowledge normally learned through this level of education & at least 10 years town/city manager/assistant town manager/other such experience that oversees & manages day-to-day operations of public/private entity; proven leadership qualities, demonstrate strong communication skills, understand pertinent state municipal finance & labor laws, sound financial & budgeting abilities, & work collaboratively with town agencies & community leaders. Chief administrative office of town & oversees delivery of full range of municipal programs & services. Complete job posting at Web site www.framinghamma.gov. Letter of interest & resume in confidence to Groux & Associates, c/o Thomas Groux, PO Box 395, North Chatham, MA 02650; 508/945-3160; e-mail, tgroux@cape.com. Open until filled. EOE/AA

Fruitland Park, FL (3,463)

City Manager. Salary: \$60-\$65K. ICMA (CM) recognized in 1983; 4 managers since 1990. Mayor & 4-member commission elected for 3-year terms. \$5.4M budget; 39 employees & 25 volunteer fire fighters. Water system. Waste disposal contracted. WWTF under construction for commercial. Require bachelor's degree in business administration/public administration/related field & 5 years public administration experience; ICMA membership; skills in man-

agement, budgeting/finance, utility operations & expansion, human resources, comprehensive planning, & redevelopment. Prefer master's degree. Resume & references to City Clerk, 506 W. Berckman St., 34731; fax, 352/360-6686; e-mail, lrodrick@fruitlandpark.org

Jacksonville, NC (73,531)

City Manager. Starting salary: DOQ/E, expected range \$110-\$120K market competitive + excellent benefits & reasonable relocation expenses. ICMA (CM) recognized in 1953; 2 managers since 1990. Require BA/BS in public administration/business administration/related field & 7 years city administration/management experience. Prefer MA/MS. ICMA credentialed manager & military community experience a plus. See www.mercergruoinc.com for brochure. Resume to James Mercer, The Mercer Group, Inc., 5579B Chamblee Dunwoody Rd., #511, Atlanta, GA 30338; 770/551-0403; fax, 770/399-9749; e-mail, mercerv@mindspring.com, by 2/18/06 COB. EOE/M/F

La Vista, NE (17,000)

City Administrator. Starting salary: mid-\$90s-low-\$100s. ICMA (GM) recognized in 1972; 3 administrators since 1990. \$7.2M general fund & \$18M total budgets; 89 FT & 43 PT employees. Currently 1 of fastest-growing cities in Nebr. Relatively young & progressive city situated southwest of Omaha metropolitan area. Strategically located only minutes from Offutt Air Force Base, Eppley Airfield, & interstate system, with diverse housing & significant commercial & industrial development. Require master's degree in public administration/related field & minimum 10 years municipal government experience with 5 years as city administrator/assistant city administrator/similar executive-level position. Position profile available.

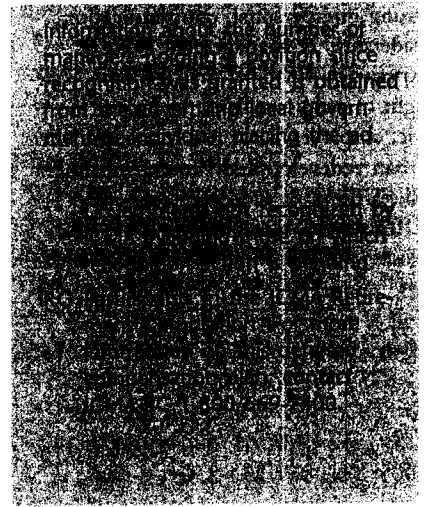
For more information, see www.ci.lavista.ne.us. Resume to The Brimeyer Group Executive Search, 50 S. 9th Ave., Suite 101, Hopkins, MN 55343; 952/945-0246; fax, 952/945-0102; e-mail, brimgroup@aol.com. Deadline date extended to 2/20/06. Web www.brimgroup.com.

Long Beach, NY (36,000; 50,000 seasonal)

City Manager. ICMA (CM) recognized in 1946; 6 managers since 1990. Small seaside city 20 miles from New York City, governed by council-manager form of government that combines leadership of elected officials with administrative & managerial expertise of appointed, professionally trained local government manager. Require master's degree in government-related field & experience in policing at executive level. Confidential resume, e-mail address, cover letter, & list of 5 professional references to Honorable Leonard Remo, City Council President, City Hall, 1 West Chester St., 11561, by 2/28/06.

Madawaska, ME (4,534)

Town Manager. Salary negotiable DOQ/E. ICMA (CM) recognized in 1946; 2



managers since 1990. 5-member board of selectmen. \$4.7M municipal budget, excluding schools; 40 FT/80 PT employees. Town meeting form of government. Full-service, multicultural, 4-season community located in St. John River valley. Require leader & self-starter, skilled in economic development, budgets & finance, & personnel management experience; positive attitude, proven accomplishments, & can communicate with government officials & citizens on the street. Municipal management experience & college degree a plus but individuals with comparable work experience & education encouraged to apply. Resume, cover letter, & salary requirements to Manager of Personnel Services, Marine Municipal Association, 60 Community Dr., Augusta, ME 04330; fax, 207/626-5947; e-mail, HumanResoure@memun.org, by 2/14/06, 5:00 pm. EOE

Marshall, MI (7,459)

City Manager. Salary: \$85-\$95K negotiable, DOQ/E + excellent benefits. ICMA (CM) recognized in 1957; 2 managers since 1990. Mayor directly elected for 2-year term & 6-member elected city council, 1 councilman at large, 5 councilmen by wards for 4-year terms. \$23.4M budget; 97 full-time employees in 15 departments. Full-service city with 5.6 square miles. Appointed by & serves at pleasure of city council. Require baccalaureate degree in public administration/related field; significant broad municipal management experience as city manager/assistant city manager in full-service city; mature, self-confident, open, participative style with strong interpersonal, communication, leadership, & management skills & experience; financial management, oversight of public utilities, including electric, employee/labor relations experience, urban redevelopment, intergovernmental relations, & successful economic/CBD development experience. Prefer master's degree in administration/related field. Complete description of organization & qualification criteria available upon request. Inquiries to Steve Bernard, 616/453-7767. Apply to The PAR Group, 100 N. Waukegan Rd., Ste. 211, Lake Bluff, IL 60044; 847/234-0005; fax, 847/234-8309; e-mail,

resume@pargroupltd.com. Web site, www.pargroupltd.com.

Melbourne Beach, FL (3,422)

Town Manager. Salary approximately \$6 2K + benefits. 4 managers since ICMA (CM) recognized in 1990. Mid-Atlantic Coast of Fla., bordered by Atlantic Ocean on east & Indian River on west. Beautiful, upscale residential community offers gracious beachside & riverside living while being close to larger regional jurisdictions for shopping, health care, & other services. Require minimum graduation from accredited college/university with BA, prefer MA, in public/business administration/related field & 5 years successful management experience in municipal/county government organization. Desire government grant administration/writing, human resources, land development, & finance skills. Experience shall be recognized at level of manager/assistant manager in local government. Resume to Town Clerk, Town Hall, 507 Ocean Ave., 32951; 321/724-5860; fax, 321/984-8994. Application closing date TBD.

Milan, MI (5,700)

City Administrator. Salary open DOQ + excellent benefits. ICMA (CM) recognized in 1976; 2 managers since 1990. Mayor & 6-member council serving 4-year overlapping terms. Growing community south of Ann Arbor with water, sewer, police, street & recreation functions, financially sound, & well equipped. Require bachelor's degree, prefer MPA, & 5 years manager/assistant manager/department head experience; proven economic/industrial development experience; skilled communicator with ability to promote & market community; experienced in union/employee relations, budgeting, intergovernmental relations, able to take council's directions & follow through, visible in community, & leader & mentor for staff; basic understanding of human resources, building & zoning, police operations, legislative affairs, & computer knowledgeable. City residency a plus. For more information, visit www.mml.org, classified or contact Robert Hamilton, MML search consultant at address below; 734/242-2561; e-mail, chiefbobhamilton@hotmail.com. Re-

sume, cover letter, salary requirements, & 5 professional references to Milan City Administrator Search, c/o Consulting Services, Michigan Municipal League, PO Box 1487 (1675 Green Rd.), Ann Arbor, MI 48106-1487, by 2/14/06 COB. E-mail resume not accepted. Mich. law requires candidate request confidentiality if desired. EOE

CAO POSITIONS

nonrecognized local governments

****Deschutes County, OR (143,056)**

County Administrator. Salary DOQ + benefits. Bend, Redmond, & Sisters are 3 municipalities. Require bachelor's degree in public administration/business administration; 7 years responsible experience in supervision with county/city; or education, training, & experience. Brochure available, call 916/784-9080. Prefer master's degree. Resume to Bob Murray, Bob Murray & Associates, 1677 Eureka Rd., Suite 202, Roseville, CA 95661; fax, 916/784-1985; e-mail, apply@bobmurrayassoc.com, 3/3/06.

****Laurel, DE (3,800)**

Town Manager. Salary + possible relocation package DOQ + benefits. 29 full- & 4 part-time employees. 12 employees report to policy chief who reports directly to town council. Full-service community. Located in southwest Sussex County, culturally diverse community. Require bachelor's degree in business/public administration & 5 years municipal managerial experience; demonstrated high level of ethics & integrity & ability to tactfully interact with citizens, mayor, members of council, & employees of town; able to demonstrate ability to work closely with mayor & council; strong team-building skills & continue to foster strong partnerships with community & business organizations; valid driver's license, good driving record, & bondable. Prefer master's in public administration/associated field. Ideal candidate has strong leadership, public speaking, interpersonal staff development, & municipal finance skills; knowledge of all phases of municipal government, grant writing & monitoring experience. Oversees operations of growing community. Require resident of Del.,

living within 15 miles of current town. Subject to extensive background check. Job application available online at www.townoflaurel.net. Resume to Personnel Committee, ATTN.: Town Manager Position, PO Box 210, 19956, by 2/28/06. EOE

****Marlboro County, SC (28,818)**

County Administrator. Salary DOQ/E + excellent benefits. 8-member county council. Located in northeastern area of SC. Approximately \$9M operating budget; approximately 155 full- & part-time employees. Require graduate from accredited college/university with bachelor's degree in public administration/business administration/related field & progressively responsible local government experience at executive level of administrator/manager/assistant administrator for county/municipality; significant expertise in local government law, planning, budgeting, finance, & personnel; demonstrate excellent communication, leadership, decision-making, & technology skills. Prefer MPA/MBA. Responsible for implementation & management of countywide policies.

Application available from Web site www.marlbocounty.sc.gov. Letter of interest, completed employment application, resume, salary history, 3 personal references, & 3 professional references to Susan Rivers, Clerk to Council, Marlboro County, PO Box 419, Bennettsville, 29512. Open until filled.

****Webster, MA (16,800)**

Town Administrator. Salary DOQ/E. 5-member board of selectmen. \$33M budget, including school; 188 full-time employees. Located in south/central Mass. By town charter is chief administrative officer. Require minimum bachelor's degree in public administration/related field, prefer MPA, & 5 years municipal experience. Responsibilities are chief procurement officer, appointing & removing individuals as warranted, administer personnel policies & practices, including provisions for annual employee performance reviews, administer & negotiate personnel by-law & collective bargaining agreements, attend meetings, ensure that full & complete records of financial & adminis-

trative activities of town are kept, full jurisdiction over rental & use of all town facilities & property excluding school & conservation, prepare & present annual operating budget & capital outlay program for 5 fiscal years, maintain full & complete inventory of town property, & execute all provisions of general laws of charter & by-laws. Residency required within 1 year. Resume & salary requirements to TA Search Committee, c/o Town Clerk, Town of Webster, 350 Main St., 01570; e-mail, tasearch@webster-ma.gov, by 2/28/06.

INTERNS

Tamarac, FL (58,711)

Management Intern. Salary: \$33-\$34K. DOQ + benefits. Full-time, limited-term, 12-month, entry-level professional work. Full-service municipality located in SE Fla., near Ft. Lauderdale. Require graduate of accredited college/university with MPA/closely related field; strong research, analytical, computer, & writing skills. Opportunity to gain managerial experience through 1-year rotational work program designed to provide exposure to many administrative & operational responsibilities of local government. Under supervision of city manager's office, assigned to various city-wide projects; duties include direct involvement in substantive day-to-day operations & special assignments requiring research & analysis. Available beginning May/June 2006/earlier DOQ & availability. Request application from HR department at 954/721-5018. Official city application for employment, 1-page cover letter describing career goals & what is desired to gain from internship, resume, transcripts of all undergraduate & graduate work (subject to verification), names, titles, & phone numbers of 3 references knowledgeable of work &/or academic qualifications to City of Tamarac, HR Department, 7525 NW 88 Ave., 33321 by 3/6/06. Web site, www.tamarac.org. EOE/M/F/PC/V

PREVIOUSLY LISTED CAO POSITIONS

- California:** *Crescent City* (7,542) 1/23/06; *Irwindale* (1,440) 1/23/06; *Twentynine Palms* (27,500) 1/23/06.
- Colorado:** *Telluride* (2,335; 10,000 seasonal) 1/23/06.
- Florida:** *Seminole County* (410,000) 1/23/06.
- Iowa:** ****Lake Park** (1,100) 1/23/06; ****Marquette** (500) 1/23/06.
- Michigan:** *Novi* (53,000) 1/23/06.
- Minnesota:** ****Spring Park** (1,717) 1/23/06; ****Wyoming** (3,752) 1/23/06.
- Missouri:** ****Raytown** (30,388) 1/23/06.
- Montana:** *Missoula* (61,790) 1/23/06.
- North Carolina:** *Henderson* (16,300) 1/23/06.
- Ohio:** *Granville* (5,000) 1/23/06.
- Wisconsin:** *Sturgeon Bay* (9,722) 1/23/06.

ASSISTANTS

Durant, OK (15,000)

Assistant City Manager. Salary open DOQ + benefits. Prefer master's in public administration/related field, but substantial municipal management/related experience may substitute for education requirement. Desire 3-5 years municipal government/related experience. Responsibility in administrative services, labor negotiations, purchasing, & special projects. Resume to Paul Buntz, City Manager, PO Box 578, 74702-0578; fax, 580/924-3490; e-mail, cityaction@durant.org, by 2/20/06, or until filled.

Fort Worth, TX (600,000)

Assistant City Manager, Management Services. Salary: \$150K+/- DOQ + excellent benefits. Progressive, dynamic, growing city. Require bachelor's degree in public policy/administration/finance/business/closely related field; flexibility & background to successfully change assigned areas of responsibility when necessary; well-developed management