

ABOUT LONGBOAT KEY

The Town is located off the coast of Sarasota in Southwest Florida and is governed by an elected seven (7) member Town Commission. The Town is a ten-mile long barrier island bordered on the east by Sarasota Bay and on the west by the Gulf of Mexico. The northern half of the Town is located in Manatee County, while the southern half is located in Sarasota County. The Town has a reputation as an affluent residential community particularly for retirees who relocate predominately from northern states. The Town has no industrial development and limited commercial uses.

The Town's location, temperate climate, and natural resources, particularly its white sand beach, have had a major influence on the Town's growth. Residents and visitors enjoy numerous year-round recreational opportunities, including boating, fishing, and golf, tennis, biking and kayaking.

The Town has a permanent population of approximately 6,884 residents, but it is also a popular seasonal destination for visitors and part-time residents from both the United States and abroad. During the winter months when the climate in Florida is mild, the population of the Town typically increases to between 18,000 and 24,000. However, the majority of the seasonal residents are only here for a few weeks to a few months, at most.

Both the median age and the percentage of the Town's elderly population have increased since 2000. The percentage of the population aged 65 years and older increased by a total of 9%, with the largest increase occurring in the 75 to 84 year old age group. The increase in population for people over the age of 65 speaks to the popularity of Longboat Key as a retirement community for affluent retirees seeking active lifestyles.

The Town of Longboat Key has 130 employees. We are a mission, vision and values driven organization strongly focused on strategic goals and performance management. The Town of Longboat Key is listed as one of the safest small towns in Florida in 2017.

Local Government Management Fellow Work Plan

Management Fellows are afforded the opportunity to gain managerial experience through research, analytical work, as well as participation in management meetings.

- *The successful candidate will be based in the Assistant Town Manager's Office and may work with a variety of departments in various capacities throughout the Town of Longboat Key.*
- *Fellows will develop their competencies by working on projects relating to strategic planning and performance management.*
- *Fellows have a unique opportunity to fill a dynamic position where their responsibilities and involvement can become increasingly robust as they gain experience.*
- *Ability to be self-directed and able to take initiative with or without assistance of others.*

The fellowship is structured to promote the participant's professional development.

- *Fellows will report to and be mentored by the Assistant Town Manager.*
- *Fellows will receive performance evaluations and discuss their professional development needs.*
- *Fellows will have regular interaction with the Town Department Heads and employees throughout the organization.*
- *ICMA membership and attendance of the ICMA Annual Conference.*

This is a full-time, limited-term (12 month to 24 month) fellowship. This position is available beginning May/June or earlier, depending on qualifications and availability.

MINIMUM TRAINING AND EXPERIENCE

This position requires satisfactory completion of all coursework for a master's degree in public administration or a closely related field, or be in the last semester or quarter of an MPA program. Strong research, analytical, computer, communication and writing skills are required for this position. Ideal candidate adheres to strong professional and ethical standards and is a team player motivated to learn from both successes and failures.

SUMMARY OF SALARY AND BENEFITS

- *The annual salary for the position is \$35,000 - \$38,000 (depending on qualifications) plus benefits.*

The Town of Longboat Key offers the following benefits:

- *Paid holidays off consistent with those provided to all employees of the Town.*
- *Paid bi-weekly.*
- *Vacation leave, sick leave and other benefits at the same level as a regular full time employee of the Town who has less than five (5) years of service.*
- *Dental, Vision and Life insurance coverage as provided for full - time employees of the Town.*
- *Health insurance or option to participate in the Insurance Waiver Program.*
- *Eligible for participation in the Town's Employee Assistance Program and Section 125 Plan.*
- *Employees shall be covered under the Town's plans for all of the aforementioned insurance benefits.*
- *This position is classified as non-exempt pursuant to the Fair Labor Standards Act.*
- *Use the Longboat Key Fitness center at no charge.*