



# ICMA Fellowship Work Plan

## About Pinellas County

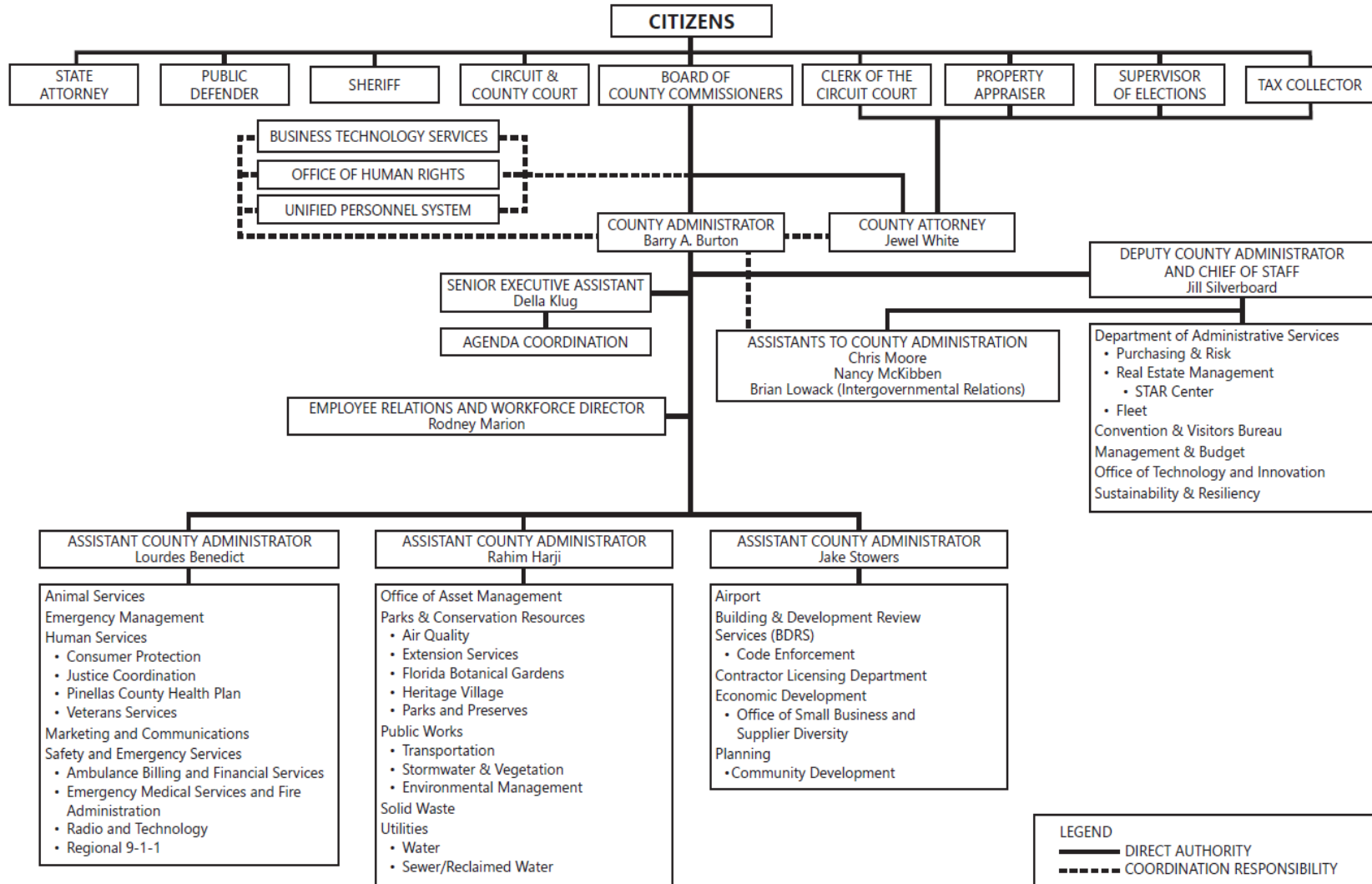
Pinellas County, on Florida's West Coast, is a 280-square mile peninsula bordered by the Gulf of Mexico and Tampa Bay. The County from tip to tip is 38 miles long and 15 miles wide at its broadest point. The 2010 Census estimated Pinellas County's year-round population at 916,542. When compared with Florida's 67 other counties, this estimate shows Pinellas County to be the most densely populated County in the state. Pinellas enjoys a year-round reputation as a tourist destination with attractions appealing to singles, couples, retirees and families. Retirement living is also important to Pinellas County's economic health. Pinellas County's top key business sectors are health services, tourism services, manufacturing and financial services. Over 38,000 businesses call Pinellas County home.

## The Government

Pinellas County is a large, complex organization consisting of more than 30 departments and divisions that provide services including human services, safety and emergency services, solid waste, transportation, public works, utilities, land use planning, real estate management, building inspections, airport, parks and conservation, environmental management, tourism and emergency management. The County provides services countywide but is also the direct service provider to almost 300,000 unincorporated residents and provides many contract services to area municipalities. The County has a long tradition of regional planning and collaboration, a commitment to environmental stewardship and sustainability, and protection of over 20,000 acres of open space. The County has approximately 6,000 employees, of which, 2,500 report to the County Administrator. Pinellas County has a \$2.5 billion budget and is governed by a seven member elected Board.



# Government Organizational Chart





## **The Fellow's Experience**

The Management Fellow will receive broad exposure to a variety of responsibilities through a series of special assignment rotations. The Fellow will rotate through the four departments indicated below on a quarterly basis, in an effort to provide the Fellow with a structured, meaningful, and impactful experience.

### **County Administration**

#### **Assignment:**

- Work in conjunction with County Administration and the Office of Budget and Management to evaluate and modifying (when necessary) the budgetary process for FY21 to gain efficiencies
- Communicate with elected officials and department heads on various subject matters
- Engage in the complex process of developing an agenda for County Commission meetings
- Become familiar with the County wide strategic plan and relate its elements to all County Departmental functions

The learning objectives for this multifaceted assignment include the ability to understand the intricacies involved in developing a County wide budget, gain an understanding of the process for developing the agenda for public facing meetings, understand the importance and impact of a County wide strategic plan, and gain experience in communicating with elected officials and department leadership.

### **Marketing and Communications**

#### **Assignment:**

- Work in conjunction with Marketing and Communications and the Department of Administrative Services to develop a countywide communication plan that articulates recent organizational changes in the Department of Administrative Services.

The learning objectives for this assignment include the ability to learn the elements that comprise a department communication plan, understand the process of rebranding, and to sharpen electronic media skills.



## **Administrative Services – Purchasing, Risk Management, and Real Estate Management**

### **Assignment:**

- Work in conjunction with Department of Administrative Services to develop and implement a strategic plan for the department
- Develop performance management dashboards
- Develop division specific workplans

The learning objectives for this assignment include the ability to develop a department strategic plan, develop and apply performance metrics, develop workplans, and learn purchasing processes.

## **Utilities**

### **Assignment:**

- Assist with the development of a “Jail to Job Pipeline” program to fill skilled labor positions in the Utilities Department that are difficult to recruit, through bolstering existing prison rehabilitation programs.

The learning objectives for this assignment include the ability to understand the labor market and tools to enhance and support skilled labor within the region, interdepartmental coordination, workforce stability, and navigating complex operating environments.