

**CITY OF TAMARAC, FLORIDA
THE CITY MANAGER'S OFFICE
2016 LOCAL GOVERNMENT MANAGEMENT FELLOW WORK PLAN**

ABOUT THE CITY

Tamarac, Florida, is a beautifully developed community of residential, commercial, and recreational areas, situated in western Broward County, approximately 11 miles northwest of Fort Lauderdale. Covering 12 square miles, the community is home to more than 60,000 residents and approximately 2,000 businesses. With its friendly neighborhoods, quality of life, entertainment offerings, ample business opportunities, and strategic location in the expanding and dynamic tri-county commercial market, Tamarac is “The City for Your Life.”

Tamarac offers a wealth of cultural and recreational activities, including 10 city parks, a 30,000 square foot community center, a recreation center, a multipurpose center, an aquatic and fitness complex, a wildlife preserve, a City-owned golf course, 680 acres of freshwater canals and lakes, and a system of bike paths. The City also hosts numerous festivals and holiday events, including the Fourth of July All American Celebration, Tamarac Turkey Trot, Taste of Tamarac, Tamarac Arts and Crafts Festival, and Holiday Lighting Ceremony. In addition, there are a variety of regional sports and cultural facilities within close proximity to Tamarac. Professional sports teams including the Florida Panthers, Florida Marlins, Miami Dolphins, and Miami Heat draw fans from around the nation. Those interested in cultural entertainment have access to the Broward Center for the Performing Arts, the Miami City Ballet, and a number of arts and science museums nearby.

As a result of Tamarac’s long-term planning efforts, several major development projects are underway including Tamarac Village, a mixed-use development envisioned as the City’s downtown, a number of residential projects, redevelopment of Colony West Golf Club and several major corridors, and a new fire station.

The City of Tamarac has 360 employees and a FY 2016 budget of more than \$153 million. We are a mission, vision and values driven organization strongly focused on strategic goals and performance management. High employee engagement at all levels of the organization fosters the culture of continuous improvement which helped the City achieve numerous awards and accolades. Tamarac was only the third city in the nation to receive the international Palladium Award for excellence in executing strategy. The City has also received the Tree City USA Growth Award and City Livability Award, and was recently designated a “Playful City USA.” Among other commendations, the City was honored with the Distinguished Budget Award, the Certificate of Excellence from ICMA Center for Performance Analytics, and the ICMA’s Local Government Program Excellence award for Strategic Leadership and Governance.

LOCAL GOVERNMENT MANAGEMENT FELLOW WORK PLAN

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

- Fellows will perform a wide variety of duties including the study of organizational and administrative processes; analyzing statistical and program information; preparation of reports and presentations and attending various departmental staff, management, and City Commission meetings.
- The successful candidate will be based in the City Manager's Office and may work with a variety of departments in various capacities throughout the City of Tamarac.
- Fellows will develop their competencies by working on projects relating to strategic planning, performance management, citizen engagement, employee engagement and other initiatives.
- In addition, fellows will attend Tamarac University, our citizen academy, designed to educate the participants about all City's operational departments.
- Fellows have a unique opportunity to fill a dynamic position where their responsibilities and involvement can become increasingly robust as they gain experience.

The fellowship is structured to promote the participants' professional development:

- Fellows will report to and be mentored by the Assistant City Manager.
- Fellows will regularly receive performance evaluations and discuss their professional development needs.
- Fellows will have regular interaction with the City's Executive Team and employees throughout the organization.
- In addition to the ICMA membership and attendance of the ICMA Annual Conference, fellows will be given an opportunity to become a member of Broward City County Management Association (BCCMA), Florida City and County Managers Association (FCCMA), along with opportunities to attend conferences or other trainings.

This position is a full-time, limited term (12 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 - \$37,000 (depending on qualifications) plus benefits.

The City of Tamarac offers the following benefits:

- Vacation leave accrued at the rate of 7 hours for each completed month of service (can be used after successfully completing 6 months of service)
- 14 hours of personal leave (available upon hire for use as needed)
- Sick Leave accrued at the rate of 7 hours for each completed month of service
- 11 paid holidays
- Health insurance or option to participate in the Insurance Waiver Program
- Dental insurance
- Life insurance premium paid by the City
- Eligibility for membership in the We Florida Financial Credit Union
- 457 Deferred Compensation Plan (voluntary employee funded pre-tax deferred compensation plan)
- Confidential Employee Assistance Program (EAP) to help employees and their dependents
- Eligibility to purchase supplemental benefit products, e.g. short term disability, accidental, cancer, intensive care, hospitalization, specified health and supplemental life insurance
- Use of the City's Caporella Aquatics Center fitness and pool facilities at no charge
- Discount when enrolling the fellow's children in the City's Summer Camp Program
- Using "pre-tax" income to purchase Broward County Transit (BCT) 31-day bus passes