



*Special Called
Meeting
Agenda*

CITY COMMISSIONERS OF THE CITY OF WILDWOOD

Mayor/Commissioner – Ed Wolf – Seat 1
Mayor Pro-Tem/Commissioner – Ronald Allen – Seat 5
Pamala Harrison-Bivins – Seat 2

*Special Called
Meeting
Agenda*

WEDNESDAY



**December 21, 2011
6:00 PM**

WEDNESDAY

-PLEASE TURN OFF ALL CELL PHONES AND PAGERS-

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Department, ADA Coordinator, at 352-330-1330, Ext. 102, forty-eight (48) hours in advance of the meeting.

F.S.S. 286.0105A-If a person decides to appeal any decision made by the Commission with respect to any matter considered at this meeting, they will need a record of the proceedings, and that for such purpose they 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 City of Wildwood DOES NOT provide this verbatim record).

AGENDA

- ~~• THE MEETING IS CALLED TO ORDER BY THE MAYOR~~
- ~~• INVOCATION~~
- ~~• FLAG SALUTE~~

~~1. TIMED ITEMS AND PUBLIC HEARINGS~~

7:00 PM * (a)	NONE AT THIS TIME	
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* Quasi Judicial Hearing

~~2. REPORTS AND PUBLIC INPUT~~

No Special Input at the time:

- ~~a. City Manager~~
- ~~b. City Attorney~~
- ~~c. City Clerk~~
- ~~d. Commission Members~~
- ~~e. Public Forum (10 minute time limit)~~
- ~~f. Notes, Reports, and items for the file as attached~~

~~3. NEW BUSINESS - ACTION REQUIRED~~

~~a. MINUTES~~

- ~~1. Minutes of Regular Meeting held on _____ (Attachments - Staff recommends approval)~~

~~b. ORDINANCES FIRST READING ONLY (READ ONLY – NO VOTE)~~

~~1. None~~

~~c. RESOLUTIONS FOR APPROVAL:~~

~~1. None~~

~~d. APPOINTMENTS~~

~~1. None~~

~~e. CONTRACTS AND AGREEMENTS~~

~~1. None~~

~~f. FINANCIAL~~

~~1. Bills/Invoices (Attachment – Staff Recommends Approval)~~

g. GENERAL ITEMS FOR CONSIDERATION

1. Review/Discussion of applications and background information received for the vacant City Manager position (Attachments – Board Direction on how to further proceed)
2. Review/Discussion of job description and requirements for vacant Parks & Recreation Coordinator position (Attachments - Board Option)

4. ADJOURN

~~NOTES – NO ACTION REQUIRED~~

~~a. None~~

REPORTS

~~CITY MANAGER:~~

~~a. None~~

~~b. _____~~

~~CITY CLERK:~~

~~c. None~~

Zimbra

jjacobs@wildwood-fl.gov

Fw: City Manager Advertisement

From : Jerri Blair <jblair710@aol.com>
Subject : Fw: City Manager Advertisement
To : Joseph Jacobs <jjacobs@wildwood-fl.gov>

Tue, Dec 20, 2011 10:45 AM

 1 attachment

Joseph,

It does appear that we advertised for a mandatory four year degree and experience as a city manager, assistant city manager or county administrator so if we are going to accept applicants without a degree and without experience, we would probably need to re-advertise just to be safe. We do not indicate any particular procedure for narrowing the field of candidates so the fact they did not follow the protocol we established does require that we re-advertise as long as we consider all of the candidates who meet the requirements of the advertisement. We can consider their input as part of the decision making. I suggest you follow the Commissions directive and provide them with the files of the eight candidates who were recommended by the group, but also give to them the resumes of any other candidate who meets the requirements of the advertisement.

We also discussed any need to consider promotion from within. If the candidate meets the ad requirements, he or she should be considered. The personnel rules, which provide for promotion from within when possible, do not apply to the city manager position. The rules specifically provide that they do not apply to the city manager unless a rule specifically indicates it does provide to the city manager. The policy related to promotion from within does not indicate it applies to the city manager, and, therefore, does not apply to this procedure.

Respectfully yours,

Jerri A. Blair

(Dictated but not read)

----- Original Message -----

From: Deanna Cox
To: Jerri A. Blair - City Attorney
Sent: Monday, December 19, 2011 10:14 AM
Subject: City Manager Advertisement

Joseph said you wanted a copy....

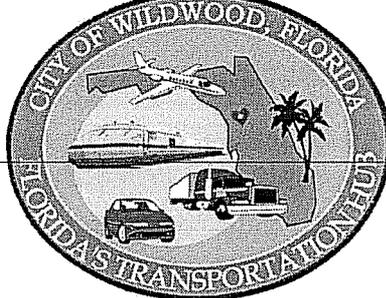
Thank-you,

Deanna Cox
Human Resources

City of Wildwood
100 N. Main Street
Wildwood, FL 34785
(352) 330-1330 x105
(352) 330-1339 Fax

dcox-wildwood@cfl.rr.com

 **City Manager 10-04-11.doc**
101 KB



CITY of WILDWOOD

JOB POSTING

Applications are **ONLY** accepted for positions that are **currently open**. A separate application must be submitted for each position that you are applying for. Applications are active for ninety (90) days; (6) months for PD.

INTERNAL AND EXTERNAL VACANCY ANNOUNCEMENT

OPEN POSITION: City Manager

PAY CLASSIFICATION: Salary Range \$80,000 - \$90,000 DOQ

DEPARTMENT: City Hall

CLOSING DATE: **NOVEMBER 18, 2011@ 5:00 p.m.**

This professional position performs highly responsible administrative, personnel, finance, budgeting, community development and all aspects of directing operations of local city governmental entities i.e. City Hall, Water/Wastewater Facilities, Police Department and Public Works. The City of Wildwood is a Commissioner form of Government and the successful candidate must have the ability to maintain, execute and communicate accurate reporting of the City operations. The City has an annual budget of \$11.4± million with 84 employees. Candidate must have a 4-year Degree preferably in Public Administration, along with 5+ years previous local government experience as a City Manager, County Administrator, or Assistant City Manager in a similar size or larger City. This position will require the individual to live within the City of Wildwood Service Area within 1(one) year of hire date. A Valid Florida Driver's License must be maintained throughout employment.

FCCMA - Florida City and County Management Association's Range Rider Program www.fccma.org

ICMA - The International City/County Management Association www.icma.org

FLC - The Florida League of Cities, Inc. www.floridaleagueofcities.com

Applications are available via the City of Wildwood's website www.wildwood-fl.gov, via email request dcox-wildwood@cfl.rr.com, by calling Deanna Cox in HR (352) 330-1330 x105 or stop by City Hall. Applications **MUST** be submitted on or before the Closing Date. Applicants are advised that all submitted materials are subject to public disclosure per Public Records Act. EEO/AA/V/H/M/F/ Drug-Free Workplace

DATE POSTED October 4, 2011



CITY of WILDWOOD

JOB POSTING

Applications are **ONLY** accepted for positions that are **currently open**. A separate application must be submitted for each position that you are applying for. Applications are active for ninety (90) days; (6) months for PD. In order to be considered for a specific position after this time, applicants must reapply or reactivate their original application by contacting Human Resources.

INTERNAL AND EXTERNAL VACANCY ANNOUNCEMENT

OPEN POSITION: Parks and Recreation Coordinator

PAY CLASSIFICATION: 113 - \$35,000 Annual Salary

DEPARTMENT: Parks and Recreation

CLOSING DATE: **DECEMBER 16, 2011 @ 5:00 p.m.**

Candidate is responsible for the coordination, implementation and marketing of all City recreational programs including, but not limited to, adult/youth athletics, workshops, specialty classes and/or special events and executing the promotion of such programs and activities through means of brochures, flyers, Committees/Board Members, or budget approved advertisement. Successful Candidate will maintain the schedule of the City's Community Center rentals and guarantee staff coverage. Knowledge and Experience with Beautification/Turf Management, Oversees Park Facilities, Playgrounds and Athletic Fields as well as supervises Parks & Rec Staff. Ability to forecast budget requirements and work within those guidelines. Schedule may include weekends and/or holidays if necessary. A complete Job Description is available upon request from Human Resources. Valid Florida Driver's License is required throughout employment.

Graduation from an accredited four-year College or University with a degree in Parks and Recreation Management, Public Administration, Business Administration, or other related field; 3-5 years progressively responsible experience in park management, programming and supervisory skills or any equivalent combination of relevant training and experience.

Applications are available via the City of Wildwood's website www.wildwood-fl.gov, or stop by City Hall. Any questions can be directed to Deanna Cox in HR (352) 330-1330 x105, or via email dcox-wildwood@cfl.rr.com. Applications **MUST** be submitted on or before the Closing Date. Applicants are advised that all submitted materials are subject to public disclosure per Public Records Act. EEO/AA/V/H/M/F/ Drug-Free Workplace

DATE POSTED December 2, 2011



CITY OF WILDWOOD JOB DESCRIPTION

<u>JOB TITLE</u>	PARKS & RECREATION COORDINATOR
<u>DEPARTMENT</u>	PARKS & RECREATION
<u>PAY CLASSIFICATION</u>	113
<u>GENERAL PURPOSE</u>	<p>Performs a variety of supervisory, administrative, skilled and technical responsibilities surrounding the Parks & Recreation Department.</p> <p>Plans, organizes, and coordinates a community recreation program for seniors, adults, and/or youth, including cultural arts, physical activities, special interest classes, special events, and summer programs. Also organizes and supervises the maintenance of Athletic Fields, Community Buildings, and Parks within the City.</p>
<u>DIRECT REPORT</u>	City Manager

ESSENTIAL JOB FUNCTIONS

Coordinates parks and recreation staff in the development and implementation of community recreation programs and general maintenance of city parks and facilities.

Supervises classes, workshops and activities for persons engaged in recreation programs and co-sponsored programs.

Recommends, seeks approval, plans and implements cultural arts, physical activities and special interest activities.

Responds to public inquiries about recreation programs via phone, email, written correspondence, or during public meetings.

Marketing and preparation for publication of a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation programs.

Coordinates, schedules and maintains related records and statistics for programs and personnel in the department.

Coordinates adult and youth sports programs, registers children for teams, collects fees, acquires coaches, assigns practice times, distributes and collects uniforms, and other activities directly related to the particular program.

Schedules or arranges for the scheduling of games and umpires for basketball, soccer, baseball, T-Ball, softball, men's slow pitch teams, and other games.

Schedules and runs various tournaments throughout the year, such as basketball tournament, table tennis, men's slow pitch, tennis, women's volleyball, and co-ed volleyball tournament, etc.

Performs a variety of miscellaneous and administrative duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities, conducting arts/crafts activities for children, making arrangements for rental and use of Community Centers and Recreation Buildings, helping set up tables and chairs for classes, etc.

Assists in the planning and management of any concession related activities, including design, layout, operation, inventory, contracting and staffing.

Assists in the scheduling of activities at the Community Centers.

Promotes interest and provides information regarding recreation programs to school officials, other recreation officials, community service groups, other departments, and the general public.

Periodically assesses all assigned facilities and completes checklist of pertinent information for record, maintenance and repair.

Regularly reviews condition of all playground sites including but not limited to parking, ground cover, fencing, irrigation, seating and equipment and orders/oversees corrections and repairs.

Schedules and oversees the maintenance and repair of all parks and recreation site irrigation systems and assures that electronically activated systems are set and properly operational.

Responsible for the oversight of all parks and recreation roadways, curbing, landscaping, lighting, markings, signage and other right-of-way factors and schedules maintenance and repair if necessary.

Oversees and schedules the maintenance of all athletic fields and associated structures to include fertilization, raking, cutting, aeration, leveling, weeding, irrigation, lighting, shading, seating and signage.

Coordinates with ball leagues and organizations (if external). Secures authority / responsibility / liability agreement. Knowledge of rules associated with various athletic games and programs. Disseminates proper ball field layout, regulations and enforces same. Collects fees due in a timely manner and otherwise provides services to help ensure the best use of the facilities.

PERIPHERAL DUTIES:

Assists in the recruitment and selection of part-time and seasonal staff.

Serves as a member of various employee committees, as assigned.

Attends City Commission meetings and schedules, conducts, and keeps minutes of Parks & Recreation Board meetings as required.

MINIMUM QUALIFICATIONS

Knowledge Experience including Athletic Programming, Turf Management, and
Skills Community Center programming preferable, but an equivalent combination
Abilities of education and experience will suffice.

Considerable knowledge of recreation philosophy, planning and administration; Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program; Skill in operation of listed tools and equipment; Skill in First Aid and CPR; Ability to develop, coordinate and direct varied activities involved in a community recreation program; Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public; Ability to communicate effectively orally and in writing; Ability to plan and supervise the work of paid staff and volunteers.

EDUCATION/EXPERIENCE

Graduation from an accredited four-year College or University with a degree in Parks and Recreation Management, Public Administration, Business Administration, or other related field; 3-5 years progressively responsible experience in park management, programming and supervisory skills or any equivalent combination of relevant training and experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Valid Florida Driver's License or ability to obtain one and must be maintained throughout employment.

First Aid and CPR Certification or willingness to obtain same within one (1) year of hire. Certifications must be kept current throughout employment.

EQUIPMENT/TOOL KNOWLEDGE

Computer, word processing, spreadsheets, internet, calculator; copy/fax machine; phone; mobile or portable radios.

Truck & trailer, tractors, mowers, ball field preparation equipment, various sports equipment used in recreation programs.

Misc. hand tools and a/c equipment.

PHYSICAL REQUIREMENTS

Position may require physical effort and lifting and/or moving up to 40lbs. Visual acuity (with or without correction), color and depth perception, manual dexterity, sufficient hearing (with or without correction), frequent sitting, standing, or walking for long periods, occasional stooping, kneeling, crouching, or crawling. Position may require extensive time outside in the elements/diverse conditions. The employee may be exposed to toxic or caustic chemicals so proper attire/equipment must be used at all times. The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

The physical requirements and work environment described here may not be a complete representation of what an employee may encounter.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability)

The intent of this Job Description is to provide a representative summary of the types of duties and responsibilities that will be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbents may be required to perform job-related tasks other than those specifically represented with this description.

December 2011