



# BROWARD COUNTY, FLORIDA

INVITES YOUR  
INTEREST IN  
THE POSITION OF

ASSISTANT  
DIRECTOR OF  
ECONOMIC &  
SMALL BUSINESS  
DEVELOPMENT



## THE COMMUNITY

Bordering Southeast Florida's Atlantic coastline, Broward County is the sixteenth largest county in the nation. Home to over 1.8 million people, Broward County is located between Palm Beach and Miami-Dade counties, forming the center of South Florida's largest metropolitan area in which nearly 5 million people reside. Within the County's 1,320 square miles are 31 municipalities, the largest of which is the county seat, Fort Lauderdale. Nearly two-thirds of the County is part of the undeveloped Everglades conservation area. Broward boasts more than 20 miles of pristine, Atlantic coastline, and its beaches attract both the local population, as well as tourists from around the world. With an average year-round temperature of 77 degrees, Broward County has a tropical climate and is a choice destination for over 10 million visitors every year.

Broward County's warm climate, ethnic and racial diversity, expanding economy, myriad of housing options, excellent schools, state-of-the-art healthcare, and advanced transportation system afford its residents an exceptional quality of life. Broward offers world-famous fine dining, theater, nightlife, and shopping venues, as well as an abundance of recreational activities like golf, deep sea fishing, boating and unlimited opportunities for fun on the beach. The State's second largest public school district is located in the County, providing not only excellent primary and secondary education, but also prestigious local and regional colleges and universities. The Fort Lauderdale-Hollywood International Airport is also located in the County, and most major cruise lines operate out of its Port Everglades facility. Among its abundant retail shopping options is Sawgrass Mills, one of Florida's largest shopping malls.

For the sports enthusiast, Broward is home to the NHL's Florida Panthers, while other major sports teams, like the Miami Heat, the Florida Marlins, and the Miami Dolphins, are just a short drive away.

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## THE ORGANIZATION

The Broward County government was established under Charter in 1975. The Board of Broward County Commissioners is composed of nine members, each voted to the position by their district in partisan elections. The Mayor and Vice-Mayor are Commission members annually elected by the Commission for one-year terms. The Commission appoints the County Administrator, the County Attorney, the County Auditor, and many other advisory and regulatory board members.

The County Administrator serves as the Chief Executive Officer and is responsible for the day-to-day operations of the County. The County Administrator, along with the Deputy and Assistant County Administrator, manage eight operating departments: Aviation, Community Services, Environmental Protection & Growth Management, Finance & Administrative Services, Human Services, Port Everglades, Public Works, and Transportation. Additional specialized service offices reporting to County Administration include Management & Budget, Greater Fort Lauderdale Convention & Visitors Bureau, Public Communications, Medical Examiner/Trauma Services, Intergovernmental Affairs and Professional Standards,



and the Office of Economic and Small Business Development.

## THE OFFICE

Broward County places a high priority on economic development, aggressively creating business relationships and partnerships with entities that range from local small business entrepreneurs to international and global industries and trade partners. In 2009, more than \$136 million in new business investments were generated along with the creation of 1,000 new job opportunities.

The goal of the Office of Economic and Small Business Development (OESBD) is to implement a full range of strategies, designed to enhance Broward County's economy, which will result in job creation, business expansion, and continual improvement in the quality of life for Broward residents. Its mission is to promote job growth, diversify the County's industrial mix, and expand the local tax base. To accomplish its mission, the OESBD works closely with key partners that include the Broward Alliance, Enterprise Florida, Workforce One, and many local municipalities.

The Director of the OESBD reports to the Deputy County Administrator. The Office is comprised of two primary groups: the Small Business Group and the Economic Development Group. There are a total of 24 full-time employees in the Office. Sections within the Office consist of Compliance, Certification, Business Assistance, Information Technology/Research/Reporting, Global Business Development, and Business & Industry Services. The Small Business Development Group has eight full-time staff, which report directly to the Assistant Director, in addition to eight full-time employees that have a collateral reporting relationship. In the Director's absence, the Assistant



Director assumes the Office's leadership role.

## THE POSITION

The Assistant Director of OESBD is responsible for planning and directing the activities of the Small Business Development Program and coordinating these activities with the broader economic functions of the Office. The Assistant will direct the activities of Small Business Development, Contract Compliance, Certifications, and other related programs and initiatives, as well as provide direct supervision of the County's small business enterprise and small dis-

advantaged business enterprise programs. The duties include preparing grant applications, conducting research, preparing budgets, convening groups to disseminate information, and assisting the Director

in the development and implementation of policies, procedures and programs. Other duties also include providing support to the Small Business Advisory Board and other committees, and serving as the Assistant Disadvantaged Business Enterprise Liaison Officer (ADBELO).

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## THE IDEAL CANDIDATE

The ideal candidate will possess a combination of the highly technical skills required to effectively oversee the small business enterprise (SBE) and the small disadvantaged business enterprise (DBE) programs in addition to a thorough knowledge of the local, state and federal regulatory requirements applicable to these programs and a broad understanding of economic development strategies and principles. Excellent communication and interpersonal skills are necessary, as well as diplomacy and an ability to form alliances and partnerships. Experience in creative marketing, strategic public relations, or international business will merit additional consideration. Preferred candidates will have education and experience equivalent to a Bachelor's degree from an accredited four-year college or university with major course work in public or business administration or a related field; six (6) years of experience in economic development with a concentration in small business assistance and development, small business enterprise and small disadvantaged business enterprise programs; including at least four (4) years of high-level supervisory experience.

## COMPENSATION

The salary range for this position is \$73,734-\$120,923. The starting salary will be based upon the knowledge and experience of the individual selected. The County offers an excellent benefits package. For additional information on benefits, please visit: [www.broward.org/benefits](http://www.broward.org/benefits). The State of Florida does not have a state income tax.



## TO APPLY

If interested in this outstanding opportunity, please visit our website at [www.bobmurrayassoc.com](http://www.bobmurrayassoc.com) and follow the prompt to apply online by creating an applicant profile.

First review of applicants will take place on **April 5, 2010**; position is open until filled.

Resumes will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by Bob Murray and Associates in order to determine a select group of finalist candidates who will be asked to provide references; references will be contacted only following candidate consent. Final interviews will be held with Broward County. Candidates will be advised of the status of the recruitment following the selection of the Assistant Director. Questions regarding this recruitment may be directed to Ms. Renee Narloch at [renee@bobmurrayassoc.com](mailto:renee@bobmurrayassoc.com) or call 850-391-0000.

*Broward County is an equal opportunity employer. Pursuant to Florida open records law, applications and resumes are subject to disclosure.*

