



S. RENÉE NARLOCH
& ASSOCIATES
PROFESSIONAL EXECUTIVE RECRUITMENT



THE CITY OF HOLLYWOOD, FL
INVITES YOUR INTEREST IN THE POSITION OF
ASSISTANT CITY ENGINEER

THE COMMUNITY

The City of Hollywood is a beautiful beachfront community located in southeastern Broward County, midway between Miami and Fort Lauderdale. Founded in 1925, Hollywood is approximately 30 square miles in size and is Broward's third-largest municipality, with a population of roughly 143,000 residents. Today, the City is known for its hometown atmosphere, world-class beach, and exceptional quality of life.

The City of Hollywood is home to more than 60 parks, five golf courses, seven miles of pristine beaches, and the one-of-a-kind Hollywood Beach Boardwalk, a promenade that stretches two miles along the Atlantic Ocean. Named one of America's Best Beach Boardwalks by Travel+Leisure magazine, this brick-paved thoroughfare hosts pedestrians, joggers, bicyclists, rollerbladers, and millions of others every year. Dozens of eateries and inns line the Boardwalk, and the promenade also features the Hollywood Beach Theatre, a children's water playground at Charnow Park, and many other attractions. Hollywood Beach also offers dozens of luxury hotels and condominiums, such as the Diplomat Resort & Spa Hollywood, Trump Hollywood, and Margaritaville Hollywood Beach Resort.

The City has steadily grown into a dynamic business hub with more than 10,000 companies. Approximately 80 percent of Port Everglades, the world's second-busiest cruise port, is in Hollywood, and the port is home to Royal Caribbean's Allure of the Seas and Oasis of the Seas, the largest cruise liners in the world. Hollywood also provides easy access to Fort Lauderdale/Hollywood International Airport and Miami International Airport, a major gateway to Latin America. Hollywood is home to the Memorial Healthcare System, the nation's fifth-largest healthcare network, its flagship hospital, Memorial Regional, and the Joe DiMaggio Children's Hospital, the largest free-standing children's healthcare facility in Broward County. Historic Downtown Hollywood is a lively commercial, entertainment, and cultural arts district. Highlighted by the Artspark at Young Circle and dozens of bars and restaurants, Downtown Hollywood hosts hundreds of concerts, music festivals, dance exhibitions, shows, art exhibits, and much more. You can enjoy a wide variety of live music and entertainment, from jazz, blues, rock, and Latin to R&B, all just a few steps apart.



THE ORGANIZATION

The City of Hollywood has a Commission-Manager form of government. The Commission is a governing legislative body, and it has a fiduciary responsibility to its residents. As set by the City Charter, the Commission is made up of an executive at-large Mayor and six (6) representatives who are popularly elected to four-year terms. The City Commission appoints the City Manager, City Attorney, and members of City Boards and Committees, and is responsible for:

- Adopting an annual budget
- Approving bargaining unit contracts for employees represented by labor unions
- Approving ordinances, laws, and resolutions
- Setting municipal service levels
- Setting policy

The City Commission members also serve as the Board of Commissioners for the Hollywood Community Redevelopment Agency.

The Adopted FY2024 Total Budget is \$758.9 million (net of transfers), which represents an increase of 15.7% or approximately \$103.2 million above the Adopted FY2023 Total Budget. The total number of authorized positions for FY2024 is 1,396.

THE DEPARTMENT

The Department of Development Services is comprised of four (4) divisions:

- Administration: Provides general management and leadership to the Department and facilitates synergy between the combined functions of each division.
- Building: Provides Permit Processing, Field Inspection Services, Building Administration, Building Code Compliance, Unsafe Structures, Building Safety Program, and Records Retention.
- Planning & Urban Design: Administers and implements the City's Comprehensive Plan, Citywide Master Plan, and Zoning and Land Development Regulations and coordinates all stages of the development review process within the City, including Historic and Overlay Districts.

- Engineering/Transportation & Mobility: Reviews development plans and site and building plans for compliance with engineering and landscape requirements and codes. Additionally, implements a portion of the five-year Capital Improvement Plan (CIP).

The Department's total FY2024 budget is \$19.5 million, and it has 80 Full-Time Equivalents (FTEs), 16 of which are within the Engineering/Transportation and Mobility Division. The Division provides development, planning, design management, regulatory permitting, and construction management for all associated engineering activities that involve the City. Engineering oversees reviews of site plans and building permits, sidewalk café tables permits, traffic engineering and public right-of-way rehabilitation oversight, right-of-way permit review, plat and subdivision regulations, roadway rehabilitation programs, portable storage container permits, and tree removal permits.

Recent accomplishments of the Division include:

- Completed extensive outreach for the following initiatives: roadway and alley resurfacing and sidewalk construction projects; public transit; and Neighborhood Greenway plans.
- Secured State Appropriation funding for Johnson Street Bridge and Hollywood Blvd. Bifurcation.
- Completed the feasibility study for the Johnson Street Bridge Replacement Project.
- Completed the design for Phase II of the Citywide Traffic Calming Program.
- Completed the ADA Site Assessments of City properties public access and updated the ADA Transition Plan.
- Worked with Broward County to begin the City's Community Shuttle Program and micro-transit pilot project.
- Expanded micro-transit service to the west side of I-95.
- Established the neighborhood greenway plans for future years implementation.
- Worked with Broward County to install Taft Street Crosswalk between Rotary Park and YMCA.
- Constructed several miles of new sidewalks and upgraded several ADA sidewalk upgrades to encourage pedestrian travel and reduce vehicular use.

Major projects and initiatives in FY2024 include:

- Continue communication with the residents and the Neighborhood Associations regarding the upcoming sidewalk and resurfacing projects, the Community Shuttle, and the Micro-Transit Program.
- Finalize the Funding agreement with FROT for the Johnson Street Bridge and begin the design and permitting of the project.
- Begin implementation of District 6 Neighborhood Greenway Program.



THE POSITION

Under the direction of the City Engineer, the Assistant City Engineer is a highly responsible position consisting of managerial, administrative and professional engineering work of considerable difficulty, planning, directing, reviewing, analyzing and coordinating engineering design, construction and construction inspection in the right of way, and municipal engineering projects.

The essential job functions and responsibilities are:

- Functions as the City Engineer in their absence.
- Reviews and evaluates plans for proposed projects; prepares reports and recommendations to superiors; seals plans and approves contracts.
- Supervises various engineers, architects, inspectors, and administrative, supervisory, and technical staff.
- Plans, assigns, directs, and evaluates the work of assigned subordinates.
- Maintains liaison with consulting engineers and appropriate County, State, and Federal agencies regarding joint projects.
- Meets with the public and developers to discuss the City's codes/regulations; negotiates agreements.
- Reviews and approves construction plans of consulting engineers/architects, including developers' site plans and traffic studies.
- Directs preparation of grant applications and monitors administration of the Divisional grants received.

- Prepares agenda items for Commission consideration.
- Reviews plats, vacation, easement, and related documents for private/public projects to ensure compliance with Federal, State, County, and Local statutes.
- Acts as the City's technical liaison with the Metropolitan Planning Organization (MPO) and sits on the Technical Advisory Committee (TAC).
- Oversees and conducts municipal construction projects.
- Effectively and positively represents the City in delivering and performing work with colleagues and clients, irrespective of gender, race, religion, age, disability, political affiliation or belief, or sexual orientation.
- Establishes and maintains effective and professional relationships with work colleagues, supervisors, and managers.
- Performs other duties as required.



Additional education and experience or an equivalent combination of training and experience may be substituted for the above requirements.

COMPENSATION

The starting salary is open and dependent upon qualifications. It is accompanied by a competitive benefits package. The State of Florida does not have a state income tax.

TO APPLY

If you are interested in this outstanding opportunity with the City of Hollywood, visit www.srnsearch.com to apply online. The first review of resumes will take place on June 10, 2024; the 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 S. Renée Narloch & Associates 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 the City of Hollywood. Candidates will be advised of the status of the recruitment following the selection of the Assistant City Engineer

The City of Hollywood is an Equal Opportunity Employer that prides itself on its diversity, equity, and inclusion. The City does not discriminate on the basis of race, color, religion, national origin, sex, gender identity (including gender expression), sexual orientation, age, marital status, national origin, political ideas, or disability in employment or in the provision of services. Under Florida's Public Records/Sunshine Laws, applications and resumes are subject to public disclosure.

Questions may be directed to:

Ms. S. Renée Narloch, President
Mr. Elliott Pervinich, Vice President
S. Renée Narloch & Associates
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www.srnsearch.com



For additional information, visit the Department's Website:

<https://www.hollywoodfl.org/1350/DevelopmentServices>

THE IDEAL CANDIDATE

The ideal candidate will be a collaborative, team-oriented leader with a supportive mentoring management style. An individual who is customer service-focused, decisive, and accountable is needed. The City currently has many ongoing projects and even more projected over the next five years; thus, a long-term commitment to the City is needed.

The ideal candidate will fit well in a culture where staff are part of a close-knit group who support each other and are empowered, solutions-oriented, and encouraged to bring new ideas forward. Must have exceptional interpersonal, communication, and relationship-building skills.

Requirements include a bachelor's degree in civil engineering with a heavy emphasis on traffic engineering. Must have at least five (5) years of experience in municipal engineering, two (2) of which must be in a supervisory capacity; or an equivalent combination of training and experience. Registration as a Professional Engineer in the State of Florida is required.