

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Sumter County Board of County Commissioners Organizational Changes Related to the Addition of an Economic Development Position, the Addition of a Support Services Division Director Position, the Elimination of the Assistant Development Services Division Director Position, Modifications of the Development Services Division Director Position, Planner Position, and Development Coordinator Position and the ensuing budget amendment and policy changes that follow the change

REQUESTED ACTION: **Approval of the Sumter County Board of County Commissioners Organizational Changes Related to the Addition of an Economic Development Position, the Addition of a Support Services Division Director Position, the Elimination of the Assistant Development Services Division Director Position, Modifications of the Development Services Division Director Position, Planner Position, and Development Coordinator Position and the ensuing budget amendment and policy changes that follow the change**

Work Session (Report Only) **DATE OF MEETING:** 11/8/2011
 Regular Meeting Special Meeting

CONTRACT: N/A Vendor/Entity: _____
Effective Date: _____ Termination Date: _____
Managing Division / Dept: _____

BUDGET IMPACT: Estimated at \$40,000; however, the accurate amount will be defined following the successful hiring of the three proposed vacant positions

Annual **FUNDING SOURCE:** General Fund

Capital **EXPENDITURE ACCOUNT:** Follow Up Budget Amendment Document will occur on the 11/22/11 BOCC agenda

N/A

HISTORY/FACTS/ISSUES:

The Development Services Division Director is currently Mr. Brad Cornelius. Mr. Cornelius was hired in 2006 as a Planner (from Wade Trim) and excelled in his work activity and was promoted to the Planning Department Head then to the Development Service Division Director Position. Mr. Cornelius gained the respect of the County Administrator, the Board of County Commissioners (BOCC), and of the public which his Division serviced. The working relationship between the County Administrator and Mr. Cornelius is superb and serious consideration was given to enhancing Mr. Cornelius' capabilities for a future role as Assistant County Administrator. This process came to a halt on October 31, 2011 when Mr. Cornelius (as seen in the attached document) provided his 60 day notice to depart the BOCC organization in pursuit of a position with Wade Trim.

Due to his change, a review of the BOCC organizational chart, the recently approved BOCC/Organization/County Administrator Goals dictates the following changes not only to achieve the goals but to also ensure that redundancy and span of control remain within an appropriate range.

The Development Services Division Director position is changed to reflect the reduction of responsibility involved with economic development and information technology. The need for the Assistant Development Services Division Director is eliminated with the reduction as well. The

Planner and Development Coordinator Positions reflect this change and in fact the Planner Positions assumes a more frontline role with the BOCC than in the past.

The Support Services Division Director position is required for purposes of the County Administrator span of control and therefore the new position would supervise the Information Technology operations, the Employee Services and Administrative Services Department Manager, as well as the Financial Services Department Manager.

The final change is the addition of a 100% focused economic development position that will tackle the industrial and agri-business component of growth in Sumter County. The position will also act as the Enterprise Zone Development Agency Coordinator, liaison with the State development agencies, and manage the contract consultants that will be used to accelerate these activities.

Each of the above job descriptions are attached for approval.
