

EMPLOYMENT AGREEMENT  
BETWEEN THE  
BOARD OF COUNTY COMMISSIONERS  
OF NASSAU COUNTY, FLORIDA

And

LARRY D. MYERS

THIS EMPLOYMENT AGREEMENT entered into this 23 day of January, 2004, by and between the BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA, a political subdivision of the State of Florida, hereinafter referred to as the "County", and LARRY D. MYERS, hereinafter referred to as "Myers".

WHEREAS, the County and Myers desire to enter into a contractual agreement specifying the terms and conditions of the employment arrangement between the County and Myers as more particularly set forth herein; and

WHEREAS, the parties to this Agreement believe such a contractual agreement will be in the best interest of the parties as well as the citizens and residents of the County.

FOR and IN CONSIDERATION of ten and no/100 dollars (\$10.00) and other mutually agreed upon consideration, the parties agree as follows:

1. The term of employment under this Agreement shall commence on January 23, 2004, and shall end at such time as the County employs a permanent County Administrator, unless the Agreement has been terminated.

2. Myers shall be entitled to annual leave commencing at noon on February 3, 2004, through February 13, 2004.

3. Myers shall serve as the Interim County Administrator for Nassau County. Myers's duties as Interim County Administrator for Nassau County shall, without limitation, include the performance of the services described in Attachment "A".

4. The County shall pay Myers, and Myers agrees to accept from the County, in full payment of Employee's services as described in Attachment "A", base compensation, which will be as follows and which will be paid on a bi-weekly basis:

Exempt status

Bi-weekly	\$ 3,926.24
Weekly	\$ 1,963.12

5. In addition to the foregoing described compensation, the County will provide Employee with the following benefits:

a. A vehicle allowance of \$400.00 per month and a cell phone to be provided by the County.

b. The County shall also provide Myers with additional benefits, including, but not limited to, sick and annual leave, and a contribution to the City/County Managers Association Retirement Corporation, 777 North Capital Street NE, Washington, DC, at the Senior Management Service Class Rate (SMSC) rate pursuant to the Florida Retirement System.

c. During the term of this Agreement, Myers may be reimbursed by the County for all reasonable and approved out-of-pocket expenses, which are incurred in connection with the performance of the services set forth in Attachment "A". These expenses may include, but not be limited to, mileage, meals, and hotel not to exceed County reimbursement rates. Employee shall submit an invoice for any and all requested travel reimbursement. Said invoice must specify the expenses, the reason for the travel, and must include original invoices.

6. Myers shall serve at the pleasure of the Board of County Commissioners, and this Agreement may be terminated, without cause, at any regular or special Board of County Commissioners' meeting by a majority vote of the Board of County Commissioners. If this Agreement is terminated,

Myers shall be paid any salary amount due for the pay period, and no other amounts shall be due Myers upon termination.

7. In the event Myers voluntarily terminates his position with the County, Myers shall provide to the County thirty (30) calendar days' notice prior to departure. If Myers departs without giving the required thirty (30) calendar days' notice, Myers shall pay to the County the amount of aggregate salary for the period of insufficient notice.

8. This Agreement, together with amendments, constitutes the entire Agreement between the County and Myers, and supersedes all prior written or oral understandings. This Agreement, together with any amendments, may only be amended, supplemented, modified, or cancelled by a written instrument duly executed by the parties hereto.

9. Any waiver or modification of this Agreement or of any covenant, condition, or limitation herein contained shall be valid only if in writing and duly executed by both parties.

10. Myers shall not assign any of his right(s) under this Agreement or delegate the performance of any of his

duties hereunder without the prior written consent of the County.

11. If any provision of this Agreement, or any portion thereof, is held to be invalid and unenforceable, then the remainder of this Agreement shall remain in full force and effect.

12. The headings preceding the several Articles hereof are solely for convenience of reference and shall not constitute a part of this Agreement or affect its meaning, construction, or effect.

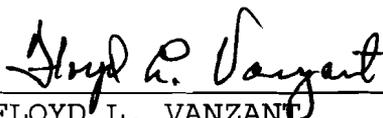
13. This Agreement shall be binding upon and inure to the benefit of the parties hereto and any successors to the County, but neither this Agreement nor any rights hereunder shall be assignable by Myers.

14. The interpretation of this Agreement shall be governed by the laws of the State of Florida.

15. **BOTH PARTIES ACKNOWLEDGE THAT THEY HAVE READ THIS AGREEMENT AND FULLY UNDERSTAND IT, AND DO NOT NEED ADDITIONAL TIME OR COUNSEL PRIOR TO EXECUTION.**

16. Time is of the essence.

BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA

  
\_\_\_\_\_  
FLOYD L. VANZANT  
Its: Chairman

ATTEST:

  
\_\_\_\_\_  
J. M. "CHIP" OXLEY, JR.  
Its: Ex-Officio Clerk

Approved as to form by the  
Nassau County Attorney

  
\_\_\_\_\_  
MICHAEL S. MULLIN

MYERS:

  
\_\_\_\_\_  
LARRY D. MYERS

h/anne/agreements/1-myers-emp-contract

EXHIBIT "A"

ORDINANCE NO. 86 - 15

NASSAU COUNTY, FLORIDA

AN ORDINANCE CREATING THE POSITION OF COUNTY ADMINISTRATOR FOR NASSAU COUNTY, FLORIDA; PROVIDING FOR THE POWERS, DUTIES AND RESPONSIBILITIES OF THE OFFICE; PROVIDING FOR THE ADOPTION OF THE PROVISIONS OF FLORIDA STATUTES, CHAPTER 125.70 THROUGH 125.73; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners of Nassau County has determined that the position of County Administrator is necessary in order to more efficiently administer the various county departments, and

WHEREAS, the Board of County Commissioners has determined that the County Administrator is necessary to assure more adequate and efficient services to the citizens of Nassau County, and

WHEREAS, the Board of County Commissioners has held a public hearing, pursuant to Florida Statutes, Chapter 125.72.

NOW, THEREFORE, be it ORDAINED by the BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA, that:

SECTION ONE: The Board of County Commissioners of Nassau County hereby creates the position of County Administrator.

SECTION TWO: The Board of County Commissioners of Nassau County hereby adopts the provisions of Florida Statutes, Chapter 125.70 through 125.73.

SECTION THREE: The duties of the County Administrator shall be as follows:

1.) To be responsible for the administration of all departments responsible to the Board of County Commissioners.

2.) Administer and carry out the directives and policies of the Board of County Commissioners and enforce all orders, resolutions, ordinances and regulations of the Board to assure that they are faithfully executed.

3.) Report to the Board, at the Board's direction, on action taken, pursuant to any directive or policy within the time set by the Board, and provide an annual report to the Board on the state of the County, the work of the previous year, and any recommendations as to actions or programs he deems necessary for the improvement of the County and the welfare of its residents.

4.) Provide the Board, or individual members thereof, upon request, with data or information concerning County government and to provide advice and recommendations on County government operations to the Board.

5.) Cooperate with the Clerk of the Court of Nassau County to supervise the care and custody of all County property.

6.) Select, employ, and supervise all personnel and fill all vacancies, positions, or employment under the jurisdiction of the Board, pursuant to procedures adopted by the Board. The employment of all department heads shall require confirmation by the Board of County Commissioners.

7.) Suspend, discharge, or remove any employee under the jurisdiction of the Board, pursuant to procedures adopted by the Board.

8.) Prepare and submit to the Board after the end of each fiscal year a complete report on the finances and administrative activities of the County for the preceding year and submit his recommendations.

9.) Attend meetings of the Board as directed by the County Commissioners.

10.) Perform such other duties as may be required of him by the Board of County Commissioners.

SECTION FOUR: The above specifically enumerated powers are administrative in nature and in any exercise of governmental power the County Administrator shall perform the duty of advising the Board of County Commissioners in their role as the policy setting body of the County.

SECTION FIVE: The County Administrator shall be employed full-time at a salary to be determined by the Board at its discretion. The remuneration shall be made by the Commission from the general fund of the County and shall be subject to periodic review and adjustment.

SECTION SIX: This Ordinance shall become effective as provided by law.

PASSED and duly ADOPTED by the Board of County Commissioners of Nassau County, Florida, this 24<sup>th</sup> day of June, 1986.

BOARD OF COUNTY COMMISSIONERS  
OF NASSAU COUNTY, FLORIDA

Attest: T. J. Greeson  
T. J. GREESON

Its: Ex-Officio Clerk

By: James E. Testone  
JAMES E. TESTONE  
Its: Chairman

**NASSAU COUNTY, FLORIDA  
JOB DESCRIPTION, OCTOBER 2003**



**JOB TITLE: COUNTY ADMINISTRATOR**

**GENERAL STATEMENT OF JOB**

County Administrator job description follows the Florida Statutes 125.74; power and duties. The administrator may be responsible for the administration of all departments responsible to the Board of County Commissioners and for the proper administration of all affairs under the jurisdiction of the Board. To that end, the administrator may, by way of enumeration and not by way of limitation, have the following specific powers and duties to:

**SPECIFIC DUTIES AND RESPONSIBILITIES**

Administer and carry out the directives and policies of the Board of County Commissioners and enforce all orders, resolutions, ordinances, and regulations of the Board to assure that they are faithfully executed.

Report to the Board on action taken pursuant to any directive or policy within the time set by the Board and provide an annual report to the Board on the state of the County, the work of the previous year, and any recommendations as to actions or programs the administrator deems necessary for the improvement of the County and the welfare of its residents.

Provide the Board, or individual members thereof, upon request, with data or information concerning County government and to provide advice and recommendations on County government operations to the Board.

Prepare and submit to the Board of County Commissioners for its consideration and adoption a bi-annual operating budget, a capital budget, and a capital program.

Establish the schedules and procedures to be followed by all County departments, offices, and agencies in connection with the budget and supervise and administer all phases of the budgetary process.

Prepare and submit to the Board after the end of each fiscal year a complete report on the finances and administrative activities of the County for the preceding year and submit his or her recommendations.

Supervise the care and custody of all County property.

Recommend to the Board a current position classification and pay plan for all positions in County service.

Develop, install, and maintain centralized budgeting, personnel, legal, and purchasing procedures.

Organize the work of County departments, subject to an administrative code developed by the administrator and adopted by the Board, and review the departments, administration, and operation of the County and make recommendations pertaining thereto for reorganization by the Board.

## **COUNTY ADMINISTRATOR**

Select, employ, and supervise all personnel and fill all vacancies, positions, or employment under the jurisdiction of the Board. However, the employment of all department heads shall require confirmation by the Board of County Commissioners.

Suspend, discharge, or remove any employee under the jurisdiction of the Board pursuant to procedures adopted by the Board.

To serve on the negotiating teams as set by the Board.

See that all terms and conditions in all leases, contracts, and agreements are performed and notify the Board of any noted violation thereof.

Order, upon advising the Board, any agency under the administrator's jurisdiction as specified in the administrative code to undertake any task for any other agency on a temporary basis if her or she deems it necessary for the proper and efficient administration of the County government to do so.

Attend all meetings of the Board with authority to participate in the discussion of any matter.

Perform such other duties as may be required by the Board of County Commissioners.

It is the intent of the Legislature to grant to the County administrator only those powers and duties which are administrative or ministerial in nature and not to delegate any governmental power imbued in the Board of County Commissioners as the governing body of the County pursuant to s. 1(e), Art. VIII of the State Constitution. To that end, the above specifically enumerated powers are to be construed as administrative in nature, and in any exercise of governmental power the administrator shall only be performing the duty of advising the Board of County Commissioners in its role as the policy-setting governing body of the County.

### **ADDITIONAL REQUIREMENT**

Must reside in Nassau County or be willing to relocate to Nassau County within 3 months of employment.

### **ESSENTIAL JOB FUNCTIONS**

Interprets and recommends department related policies and procedures.

Attends required meetings, conferences, training courses and seminars to maintain knowledge of industry trends and technology.

Performs administrative work including conducting and attending meetings; preparing and reviewing reports, memos, schedules and correspondence; and department budgets.

Operates vehicles, computers, printer, telephone, two-way radio, calculator, copier, fax machine, etc.

Interacts and communicates with various groups and individuals such as subordinates, other County supervisors and employees, various other local/state/federal agencies, personnel in other jurisdictions, vendors, contractors, business/property owners, and the general public.

Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to the Board of County Commissioners with respect to vacation time and leave requests.

## COUNTY ADMINISTRATOR

### ADDITIONAL JOB FUNCTIONS

Performs related duties as required.

### MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited 4-year college or university with a Masters Degree in Public Administration, Business Administration or a related field, supplemented by college level courses in management, finance and business. Eight years progressively responsible experience in administrative or financial work for a governmental agency, including 4 years in supervisory capacity. Sterling Award experience or comparable; and professional budgeting experience. Must possess a valid driver's license and be able to secure a valid Florida driver's license at the time of employment.

### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Tasks involve the ability to exert light physical effort in the performance light work, which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (up to 10 pounds). Tasks may require extended periods of time at a keyboard or workstation.

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving direction and instruction from supervisor and giving instructions and direction to subordinates.

**Language Ability:** Requires ability to read a variety of policies and procedures manuals, financial documents, technical manuals, budget documents, computer manuals, contracts, etc. Requires the ability to enter data into a computer, prepare detailed reports, correspondence, technical reports, budget documents, spreadsheets, training materials and records, etc. with proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence and to articulate information to others.

**Intelligence:** Requires the ability to apply principles of logic to define problems, collect data, establish facts and draw valid conclusions; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instruction; must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including accounting, budgeting and finance.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to utilize mathematical formulas, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion. Must be able to use accounting mathematics.

## COUNTY ADMINISTRATOR

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hand and eyes in using automated office equipment and to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, keyboards, computers, office equipment, knobs, buttons, switches, catches, etc. Must have minimal levels of eye/hand/foot coordination.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency or tight deadlines. The worker may be subject to tension as a regular, consistent part of the job.

**Physical Communications:** Requires the ability to talk and hear. (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to hear and understand communications through a telephone.

### PERFORMANCE INDICATORS

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the department and the County as they pertain to the performance of duties of the County Administrator. Understands the role of the position in relation to County operations. Has thorough knowledge of the functions and interrelationships of County and other governmental operations. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to ensure department and County compliance with policies, laws and regulations. Has knowledge of accounting, budgeting, billing, and government reporting requirements, etc. Is able to make sound, educated decisions. Knows how to plan, organize and direct professional and support staff. Is able to coordinate personnel and resources for the effective operation and of the department. Is able to communicate effectively, tactfully and persuasively with members of the public in difficult situations. Has the ability to use independent judgment and discretion in coordinating department programs, making sound decisions, determining procedures, setting priorities, setting schedules, maintaining standards, and resolving problems. Has the ability to plan and develop daily, short- and long- term goals related to County purposes. Has knowledge of administrative principles involved in developing, coordinating and supervising various programs and related activities. Has the ability to offer instruction and advice to subordinates regarding departmental policies, methods and regulations. Is able to perform employee evaluations and to make recommendations based on results. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has comprehensive knowledge of the terminology and various professional languages used within the department. Knows how to make public presentations. Knows how to maintain effective relationships with personnel of other departments, professionals, and members of the public through contact and cooperation. Direct the department heads in the preparation, justification, monitoring and accomplishment of the annual County operation/capital budgets and plans. Has the mathematical ability to handle required calculations. Is able to compile, organize and utilize various financial information necessary in the preparation of departmental budgets, knows how to monitor the department budget. Has knowledge of applicable occupational hazards and safety precautions of the job.

## COUNTY ADMINISTRATOR

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any deficiencies that occur in areas of responsibility. Maintains high quality communications and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Performs described essential functions and related assignments efficiently and effectively in order to produce quality work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policies, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies division objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed effective policies and procedures with a minimum of errors. Seeks expert or experienced advice when appropriate and researches issues, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation inter- and intra-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors, and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions, and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions, and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**Planning:** Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

**Organizing:** Effectively organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

## COUNTY ADMINISTRATOR

**Staffing:** Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Directs the development and training of personnel under charge, ensuring their proper instruction, orientation, and training.

**Leading:** Provides a work environment, which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

**Controlling:** Provides a work environment, which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources effectively and efficiently. Coordinates, audits, and controls the utilization of materials and equipment effectively and efficiently. Has a clear and comprehensive understanding of established standards, methods and procedures.

**Delegating:** Assigns duties as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in personnel under charge to meet new or additional expectations.

**Decision Making:** Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

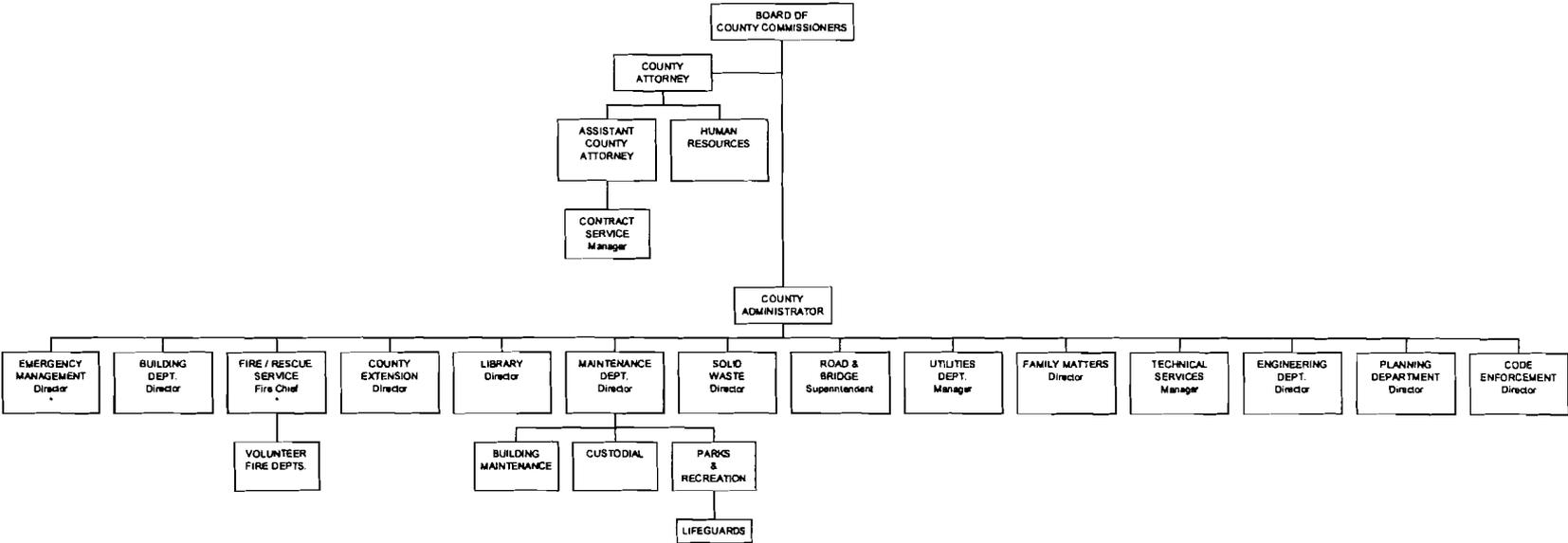
**Creativity:** Regularly seeks new improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

**Human Relations:** Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

**Policy Implementation:** Has a clear and comprehensive understanding of policies regarding function under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel under charge.

**Policy Formation:** Maintains an awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationships between operating policies and practices and morale and performances. Strives to ensure that established policies enhance same.

NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS  
 ORGANIZATIONAL CHART  
 Effective 1/26/04



\*Emergency Services Department will dissolve and become two stand-alone departments effective February 25, 2004.