

EMPLOYMENT APPLICATION

FLAGLER COUNTY
1769 East Moody Blvd. #Bldg 2
Bunnell, Florida 32110
386-313-4007
<http://www.flaglercounty.gov>

Hutka, Thomas J
00916 COUNTY ADMINISTRATOR

Received: 6/26/26 10:04 AM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: COUNTY ADMINISTRATOR		EXAM ID#: 00916
NAME: (Last, First, Middle) Hutka, Thomas J		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 1300 S Ocean Blvd., #704, Pompano Beach, Florida 33062		EMAIL ADDRESS: tjhutka@yahoo.com
HOME PHONE: 9545013626	ALTERNATE PHONE: 9545013626	NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: ☐ Yes ☐ No	DRIVER'S LICENSE: State: VA	LEGAL RIGHT TO WORK IN THE UNITED STATES? ☐ Yes ☐ No
What is your highest level of education? Master's Degree		

PREFERENCES

MINIMUM COMPENSATION: \$235,000.00 per year
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular
TYPES OF WORK YOU WILL ACCEPT: Full Time
SHIFTS YOU WILL ACCEPT: Day, Evening, Night, Weekends, On Call (as needed)
OBJECTIVE: Live in and work for a great community.

EDUCATION

DATES:	SCHOOL NAME: Princeton University	
LOCATION: (City, State/Province) Princeton, New Jersey	DID YOU GRADUATE? ☐ Yes ☐ No	DEGREE RECEIVED: Bachelor's
MAJOR: Civil Engineering	UNITS COMPLETED: 8- Semester	
DATES:	SCHOOL NAME: Harvard University	
LOCATION: (City, State/Province) Cambridge, Massachusetts	DID YOU GRADUATE? ☐ Yes ☐ No	DEGREE RECEIVED: Master's
MAJOR: Public Administration: Finance + Land Planning	UNITS COMPLETED: 4- Semester	

WORK EXPERIENCE

DATES: From: 9/2009 To: 5/2020	EMPLOYER: Broward County	POSITION TITLE: Public Works Director
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 115 S Andrews Avenue, Suite A600, Fort Lauderdale, Florida, 33301		COMPANY URL: broward.org
PHONE NUMBER: 954-357-6410	SUPERVISOR: Pam Madison - Deputy County Administrator	MAY WE CONTACT THIS EMPLOYER? ☐ Yes ☐ No
HOURS PER WEEK: 60	SALARY: \$16,000.00/month	# OF EMPLOYEES SUPERVISED: 1300
DUTIES: Led nine divisions of services: Capital Projects, Solid Waste & Recycling, Facilities Management, Streets & Bridges, Traffic Engineering, and Water & Wastewater Operations and Finance. Served on Climate Change Task Force, Complete Streets Team, Fort Lauderdale International Airport Expansion Committee, and Convention Center/Hotel Team. Nationally recognized energy reduction program. All projects LEED Gold, including one of AIA's Best Ten Buildings in State. Greatly increased efficiencies and service quality, even while implementing ERP and reducing expenditures.		
REASON FOR LEAVING: Relocation.		
DATES: From: 6/1987 To: 11/1988	EMPLOYER: Standard & Poors'	POSITION TITLE: Bond Rating Specialist
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 100 Broadway, New York, New York, 10005		
PHONE NUMBER: 212-438-1000	SUPERVISOR: William Chew - VP	MAY WE CONTACT THIS EMPLOYER? ☐ Yes ☐ No

HOURS PER WEEK: 50	SALARY: \$42,000.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: Expert analysis of municipalities' management, operation, supply agreements and financial planning for facilities and utilities. Experienced with entire range of public finance options for capital projects. As a result of this experience, I have assisted in improving the bond ratings of every organization I've worked for.		
REASON FOR LEAVING: Work in government.		

CERTIFICATES AND LICENSES

TYPE: Certified Public Manager program -- class requirements.	
LICENSE NUMBER:	ISSUING AGENCY: Florida State University.
TYPE: Professional Engineer	
LICENSE NUMBER:	ISSUING AGENCY: State
TYPE: FEMA ICS 100 and IS 700 certified.	
LICENSE NUMBER:	ISSUING AGENCY:

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Technical Professional Civil Engineering License
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REFERENCES

REFERENCE TYPE: Professional	NAME: Cathy Shafrick	POSITION: County Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS: CShafrick@gsva.us		PHONE NUMBER: 4349890762
REFERENCE TYPE: Professional	NAME: James Bourey	POSITION: City/County Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS: JimBourey@gmail.com		PHONE NUMBER: (757) 810-7587
REFERENCE TYPE: Professional	NAME: Lisa Roach	POSITION: Human Resources Director
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS: LRoach69@hotmail.com		PHONE NUMBER: 4349647508

Agency-Wide Questions

1. **If applying for driver position, do you possess a valid Class C or higher Commercial Driver's License with Passenger Endorsement?**
No
2. **Are you eligible to work in the United States?**
Yes
3. **Will you now or in the future require sponsorship for work authorization?**
No
4. **Employment Desired:**
Full Time
5. **Have you ever worked for this organization?**
No
6. **Do you have any relatives, either immediate or extended, or friends, that are currently employed by Flagler County?**
No
7. **If you answered "Yes" to question #6 please list the name of your relative(s)/friend(s). If you have relative(s) that work for Flagler County please list how you are related to them (i.e. mother, father, sister, brother, aunt, uncle, cousin, in-law, etc).**
N/A
8. **Hours of work (per week) desired:**
60
9. **Date Available:**
8-1-26
10. **Desired Salary:**
\$235,000
11. **Are you currently in the armed forces?**
No
12. **Military Branch:**
13. **Military Start Date:**
14. **Military Discharge Date:**
15. **Rank at Discharge:**
16. **ALL APPLICANTS MUST ANSWER "YES" OR "NO" TO THIS QUESTION. If you are claiming Veteran's Preference, a copy of your DD-214 or comparable document which serves as a certification of release or discharge claim, MUST be furnished at the time of application. Effective April 8, 1992, Chapter 92-80, Laws of Florida amended the definition of wartime service to include the Persian Gulf War, beginning August 2, 1990, and ending on such a date as may be prescribed by presidential proclamation or by law. The County will give your application every special consideration required by the law (Florida Administrative Code, Chapter 55A-7). If you believe you were not afforded employment preference in accordance with the law, you have the right to file a complaint within twenty-one (21) days of notice of non-selection for the position with the Department of Veteran's Affairs, 11351 Ulmerton Road, Suite 311-K, Largo, Florida 32278-1630 Are you claiming Veteran's Preference?**
No
17. **Check the appropriate category if you are claiming Veteran's Preference:**
18. **Have you uploaded supporting documentation verifying your veterans preference. Examples would include your DD214 or SF15 Form.**
N/A
19. **Have you signed and attached Form DOS-119 if applicable? (the link to this form can be found on the Career page/job opportunities under "show more")**
Not Applicable
20. **Where did you hear of this opportunity?**
County Website
21. **Did you complete the application in it's entirety, to include at a minimum the past 10 years work history in the provided fields of the application and any work history relevant to the position in which you are applying? If you do not complete the entire application your application will be rejected and you will be disqualified for the position you are applying for.**
Yes
22. **If this position requires diplomas/degrees or certifications/licenses you must attach them at the time you submit your application. Have you attached all required documents?**
Yes

Job Specific Supplemental Questions

1. **Do you possess a bachelor's degree from an accredited college or university? If yes, please upload a copy of degree in order to move forward in the recruitment process.**
Yes
 2. **If you answered yes to previous question, in what discipline is your degree?**
Civil Engineering
 3. **Do you possess ten years of increasingly responsible leadership experience in business management or public administration including five years' experience in an executive level local government leadership role? If yes, please list where the experience was gained.**
I have over 30 years' experience in public administration at all levels including City Manager and Deputy County Administrator. Most of this experience was gained in Florida.
 4. **Do you possess a valid state of Florida driver's license? If yes, please upload a copy with application in order to move forward in the recruitment process.**
No
 5. **All required certifications, diplomas and licenses must be uploaded with application. Have you completed this step?**
Yes
-

The following terms were accepted by the applicant upon submitting the online application:

By clicking the Accept & Submit button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that not completing my work history in the fields of the application will disqualify me for the position I am applying for. I understand that I will have to produce documentation verifying my identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that if I have stated that I have a degree(s) that I have uploaded and submitted a copy of my degree(s) with my application. I understand that this completed application is the property of Flagler County and will not be returned. I understand Flagler County may contact prior employers and others.

This application was submitted by Thomas J Hutka on 06/26/26 10:04 AM

THOMAS J. HUTKA, PE

(954) 501-3626 tjhutka@yahoo.com
#704 1300 S Ocean Blvd. Pompano Beach, FL 33062

EDUCATION:

Harvard University, Master Public Administration (land planning, public finance).
Princeton University, BSE Civil Engineering (environmental, water/wastewater).
Florida State University, Certified Public Manager program.

EXPERIENCE:

Town Manager: Town of Newington

In temporary position managed full-service municipality: Police, Planning/Zoning, Public Works, Engineering, Building, Library, Social Services, Parks & Recreation. Led successes in new federal and state grant opportunities. Increased transparency and accountability at all levels. Initiated pro-active economic development program. 2023 to 2024.

Director of Public Works: Broward County, FL

Led nine divisions of services: Capital Projects, Solid Waste & Recycling, Facilities Management, Streets & Bridges, Traffic Engineering, and Water & Wastewater Operations and Finance. Served on Climate Change Task Force, Complete Streets Team, Fort Lauderdale International Airport Expansion Committee, and Convention Center/Hotel Team. Nationally recognized energy reduction program. All projects LEED Gold, including one of AIA's Best Ten Buildings in State. Greatly increased efficiencies and service quality, even while implementing ERP and reducing expenditures. 2009 to 2020.

City Manager: Port Huron, MI

Championed dynamic public-private partnerships to fully re-energize a great, but recently stagnant community, honored with All America City award. Implemented "Downtown Action Plan" to rebuild streetscapes, attract new investment, and reduce downtown vacancy from 40% to 8%. Greenhouse gas emissions reduced through active energy conversions and wastewater treatment process improvements. Completed — with minimal neighborhood disruption — reconstruction of city's entire water, sewer, stormwater and street infrastructure (US-EPA's nation-wide excellence award). Enlisted the collaborative efforts of regional governments, corporate sponsors and citizen volunteers as recognized with Municipal League's Greatest Innovations award. Led management team to Thomas Edison Business Award for creating exceptional work environment. 2001 to 2006.

"Hutka Helped Port Huron to Become Better. Hutka is a leader. There is no question Hutka made a difference. He reached out to a variety of community leaders and set a standard of cooperation. The City's progress was substantial enough to win state and national recognition. On Hutka's watch . . . he did much to help the city achieve. That type of leadership is hard to find . . . outstanding city manager."

— Port Huron Times Herald

Deputy County Manager: Osceola County, FL

Directed all elements of growth management: development review, land use planning, public works, capital program, engineering, solid waste, and code enforcement for this high-growth area which includes Walt Disney World. Implemented green initiatives, concurrency planning and smart growth measures for Disney's Town of Celebration and other nationally-recognized sustainable developments. Many first-time initiatives: energy savings, personnel management training, one-stop permitting, land development code, long-term financial planning, capital project cost/schedule controls, management information systems, parks/recreation master plan, and inaugural solid waste collection service. Extensive construction program included major league baseball park renovation, rodeo/fair complex, jail, courthouses, offices, libraries, parks and highways. 1997 to 2001.

Associate County Administrator: Hennepin County (Minneapolis)

Directed IT, purchasing, finance, accounting, investments, budget, facilities and public works programs for one of the county's largest governments. As member of the County's Executive Team, led one of the nation's most advanced social service and health care systems. Developed County-wide strategic planning initiatives: performance measurement, employee evaluation and total quality management (NACO Excellence Award winners). Implemented comprehensive cost/benefit priority analysis for all capital expenditures-producing \$50 million in cost savings. Maintained one of the few public AAA bond ratings. 1994 to 1997.

Bond Rating Specialist: Standard and Poor's, New York, NY

Expert analysis of municipalities' management, budgeting and financial planning. Specialized in operation and management of public water, sewer and solid waste utilities. Experienced with entire range of public finance options. This training has helped increase bond ratings for every agency I led.

TEMPORARY POSITIONS:

Public Works Administrator: City of Chattanooga

In temporary position, rebuild and organized Capital Projects, Solid Waste & Recycling, Streets & Bridges, Building/Zoning Permits, Facilities, Fleet, and Wastewater Operations and Finance. Drastically improved efficiency, reputation and pride in previously neglected service groups. Championed attractive in-fill private development by guaranteeing exceptional services and efficient building/zoning code enforcement. Stabilized and retrained receding workforce through Pandemic. 2022.

Water & Sewer Director: Greene County, VA

Built newly-formed utilities department to great levels of success: Initiated construction of environmental projects planned — and needed — for more than 30 years, trained and developed exceptional professional staff (VaCo award winning program), established Standard Operating Procedures, and prepared first-ever Master Financial Plan. 2024 to present.

LEADERSHIP POSITIONS:

Economic Development Alliance of St. Clair County, Executive Board Member.
Downtown Development Authority of Port Huron, Board Member.
Blue Water Habitat for Humanity, Jimmy Carter Work Project, Board Chair.
Port Huron Neighborhood Housing Corporation, Board Member.
Volunteer of the Year Award, MainStreet Port Huron.
Rotary Club, Board of Directors, President Elect.
United Way of Broward County, Broward County (agency) Chair.

PUBLICATIONS & PRESENTATIONS:

"Local Government Public-Private Partnerships," National Council Public-Private Partnerships Annual Conference.

"How to Improve Your Capital Bond Rating," Training session for State of Colorado employees.

"Rebuilding Infrastructure with Public/Private Partnerships," American Public Works Association International Exposition.

"Cost Requirements of the Safe Water Act for Cities," Credit Week magazine.

"Neighborhood Conservation Policy Alternatives," for Landmarks Commission, City of Boston.

"Marketing Your Downtown for Development Opportunities," International Council of Shopping Centers Conference.

"Fundamentals of Public-Private Partnerships," American Water Works Association Annual Conference.

"Finding Funds for New Construction," American Public Works Association International Exposition.

"Twenty-One Tips for Successful Capital Projects," Public Management magazine, International City/County Management Association.

"Checking for Quality," Wrote and presented training program.

"Advanced Customer Service Skills," Wrote and presented training program.

"How to Interview and Hire the Best People," Wrote and presented training program.

Thomas J. Hutka, PE

#704 1300 S. Ocean Blvd.
Pompano Beach, FL 33062
954-501-3626
tjhutka@yahoo.com

June 26, 2026

Board of County Commissioners
County of Flagler

Hello Chair Pennington, Vice Chair Carney, Commissioner Dance, Commissioner Hansen, and Commissioner Richardson,

After seeing your listing on the ICMA website, I am very interested in the position of County Administrator. The challenges described fit extremely well with the skills I've built over many years leading very successfully local governments — right here in Florida.

I have worked in literally all aspects of community service, and developed a track record of proven management skills based on participatory leadership and professional innovation. Having worked my way up through the ranks, I also have hands-on experience in the day-to-day operations of the very best local governments, especially in support of environmental protection, stable growth management, and sustainable economic investment.

My portfolio of successful management initiatives has relied on fostering excellent working relationships with elected officials, citizens, employees, the news media, private companies and other government agencies. Communication and consensus building are the keys to my implementing many diverse initiatives. Under my watch, complex government operations are run like efficient profitable businesses, but with respect for each individual employee and citizen. In all cases, my results-oriented successes are marked by strict but reasonable financial decisions, operational efficiency, and emphasis on quality customer service.

As you can see, I am excited about the opportunity to work for you and the citizens of Flagler County. I look forward to hearing from you.

Sincerely yours,

A handwritten signature in dark ink, appearing to read 'T. Hutka', with a stylized, flowing script.

Thomas J. Hutka, PE

Academic Record of:

STUDENT:

HARVARD ID: Hutka, Thomas
902-8020-10 MPP1 FT
PROGRAM:

HARVARD UNIVERSITY
JOHN F. KENNEDY
SCHOOL OF GOVERNMENT

79 John F. Kennedy Street
Cambridge, Massachusetts 02138

PERMANENT ADDRESS:

Hutka, Thomas
P.O. Box 2045
Cambridge, MA 02238
DATE OF BIRTH: 01/07/58
Soc Sec #: [REDACTED]

SOCIAL SECURITY NUMBER:

DEGREE CONFERRED: MPP June, 1987 DATE:

OFFICIAL TRANSCRIPT
GIVEN DIRECTLY TO STUDENT
IN SEALED ENVELOPE

902-8020-10 Hutka, Thomas
MPP1 FALL 1985
COURSE # COURSENAME
P 100 PUBLIC POLICY MAKING
P 121 ECONOMICS I
P 131 EMPIRICAL ANALYSIS I
P 140 POLITICAL AND ORG ANALYSIS
P 150 WORKSHOP AND APPLICATIONS I

INSTRUCTOR	CR	SCHOOL	GRADE
BROWN	H	KSG	A-
BATOR	H	KSG	B+
BOERSCH-SU	H	KSG	A
TREVERTON	H	KSG	B+
GOMEZ-IBAN	KSG		IP

902-8020-10 Hutka, Thomas
MPP1 JANUARY 1986

COURSE # COURSENAME
P 404M NEGOTIATION
P 409M PROFESSIONAL DEVELOPMENT

INSTRUCTOR	CR	SCHOOL	GRADE
WEEKS	NC	KSG	NG
KUGEL	NC	KSG	NG

902-8020-10 Hutka, Thomas
MPP1 SPRING 1986

COURSE # COURSENAME
P 110 METHODS FOR DECISION MAKING
P 132 EMPIRICAL ANALYSIS II
P 160 MNG ORGNZL PROD & IMLEM
M 696 PERSONNEL AND LABOR RELATIONS
M 704 FOUNDATIONS OF FINANCE
P 150 WORKSHOP AND APPLICATIONS I

INSTRUCTOR	CR	SCHOOL	GRADE
NICHOLS	H	KSG	A
WISE	H	KSG	B+
LEONE	H	KSG	A
BROADNAX	H	KSG	B
PATEL	H	KSG	B+
GOMEZ-IBAN	H	KSG	A-

END OF TRANSCRIPT—
PAGE 1

TRANSCRIPT—
PAGE 1

SPECIAL NOTES:

EXEMPTIONS:

JOINT WITH:

1. See attached sheet for explanation of grades, credit and abbreviations.
2. Information on this transcript must be kept confidential and may not be disclosed to other parties without written consent of the student or legal representative. (1974 Family Educational Rights and Privacy Act)
3. For purposes of certification, a reproduced copy of the original academic record shall not be valid without official embossed Seal of the Kennedy School and the signature of the Registrar.



Mayorie S. Luckert

Seal & Signature of the
Registrar

Date:

DEC 10 1996

Continuation of the
Academic Record of:

STUDENT:

HARVARD UNIVERSITY
JOHN F. KENNEDY
SCHOOL OF GOVERNMENT
79 John F. Kennedy Street
Cambridge, Massachusetts 02138

PAGE ____ of ____

902-8020-10 Hutka, Thomas J.
MPP2 FALL 1986

COURSE #	COURSENAME	INSTRUCTOR	CR	SCHOOL	GRADE
S 607	PLANNING LAW IN THE U.S.	DOEBELE	H	KSG	A
S 583	DES/IMPLEM STATE/LOC ECO DEV	FERGUSON	H	KSG	B
P 162	POLITICAL MGMT & INSTIT LEADSH	HAASS	H	KSG	B+
P 122	ECONOMICS II	GOMEZ-IBAN	H	KSG	A-
S 594Y	SEM:URBAN ECONOMIC DEVELOPMENT	FERGUSON		KSG	IP

902-8020-10 Hutka, Thomas J.
MPP2 SPRING 1987

COURSE #	COURSENAME	INSTRUCTOR	CR	SCHOOL	GRADE
M 239	STATE AND LOCAL PUBLIC FINANCE	LEONARD	H	KSG	A-
S 594Y	SEM:URBAN ECONOMIC DEVELOPMENT	FERGUSON	H	KSG	B
3116	LOCAL GOVERNMENT LAW	FRUG	H	HLS	B
3047	ENVIRONMENTAL LAW	PLATER	H	HLS	A-

END OF TRANSCRIPT

END OF TRANSCRIPT

TH Hutka

PRINCETON UNIVERSITY

THOMAS J. HUTKA entered Princeton as a Freshman on 09/13/76.

Received BSE degree concentrating in the Department of Civil Engineering and Operations Research on 06/10/80. This transcript prepared on 12/22/09.

Fall Term 1976-1977 (Freshman)				Spring Term 1976-1977 (Freshman)			
CHM	203	Advanced General Chemistry	B+ 1.0	CHM	204	Advanced General Chemistry	A- 1.0
EGN	101	Intro to Technological Challenges	A 1.0	LIT	132	Major American Writers	B+ 1.0
MAT	104	Calculus	A- 1.0	MAT	201	Linear Algebra & Multivariable Calculus	A 1.0
PHY	103	General Physics	B 1.0	PHY	104	General Physics	A 1.0
Fall Term 1977-1978 (Sophomore)				Spring Term 1977-1978 (Sophomore)			
CIV	205	Mechanics of Solids	C+ 1.0	AME	222	Mechanics of Fluids	A 1.0
CIV	275	Engineering & Environmental Geology	A- 1.0	CIV	268	Urban Transportation Systems	B+ 1.0
MAT	202	Multivariable Calculus	B+ 1.0	ECO	102	Description & Analysis of Price Systems	B 1.0
PSY	101A	Introduction to Psychology	P 1.0	PSY	201	Personality	B 1.0
STA	218	Statistical Methods	B- 1.0				
Fall Term 1978-1979 (Junior)				Spring Term 1978-1979 (Junior)			
CIV	361	Structural Analysis and Design	B 1.0	ARC	304	Urban Stud:Contemp Prob of Urban Form	P 1.0
CIV	365	Soil Mechanics	A- 1.0	ART	312	Renaissance/Post-Ren Gardens & Landscape	P 1.0
CIV	471	Intro to Water Pollution Technology	B 1.0	CIV	304	Surface and Subsurface Hydrology	B+ 1.0
ENG	338	The Plays of Shakespeare II	P 1.0	CIV	366	Anal & Design Reinforced Concrete Stru	B+ 1.0
HIS	380	U.S & World Affairs:Civil War to W.W.II.	P 1.0	CIV	464	Construction Management	B+ 1.0
MAE	305	Mathematics in Engineering I	B+ 1.0				
Fall Term 1979-1980 (Senior)				Spring Term 1979-1980 (Senior)			
CIV	462	Structural Dynamics	B+ 1.0	ANT	402	On Human Nature	P 1.0
CIV	473	Design of Water Resource Systems	B 1.0	ART	322	Modern Architecture	B 1.0
CIV	521	Advanced Hydraulics	B 1.0	CIV	478	Senior Thesis	B 2.0
				SOC	319	Large-Scale Org:Bureaucracy & Corp	B 1.0

REMARKS:

Granted 1 Unit of Advanced Placement in Mathematics

RE

Public Works Dept.
Governmental Center West
One North University Dr.
Building A, Suite 305
Plantation, FL 33324
USA

End of transcript

Polly Wintre Griffin
Polly Wintre Griffin, Registrar