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**ALACHUA
COUNTY**
BICENTENNIAL

Alachua County County Manager's Office

Heather D. Akpan, PHR, SHRM-CP, IPMA-CP, FCLRP
Assistant County Manager - Chief Transformation Officer
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352-337-6165 (office) • 352-316-1480 (mobile) • 352-374-5233 (fax)

April 21, 2026

Dear Mary Shuping:

Subject to the terms set forth herein, this letter is to offer you the position of Budget and Fiscal Services Director – Budget & Fiscal Services Department. You will report directly to Tommy Crosby, ACM Facilities and Financial Resources. We are confident that your skills and knowledge will make you an excellent fit within Alachua County.

The starting salary for you as the Budget and Fiscal Services Director will be \$76.92 hourly rate/ \$160,000.00 annual rate. This salary will be subject to the normal and customary deductions for an agency such as Alachua County and the salary will be payable at intervals determined to be regular, reasonable and appropriate by the County.

Upon hire, you will begin to accrue annual leave, 4.62 hours biweekly based up the accrual rate of a 5-year employee, and sick leave, 4 hours biweekly, based upon adopted County policy. You will be awarded an advance 2 weeks (10 days) of annual leave.

The County offers Blue Option 05770, a PPO option under a self-insured health insurance plan administered by Florida Blue, as well as a High Deductible Plan. More detailed information including the extent to which the employee participates in the cost of the premiums can be found on our website:

<https://alachuacounty.us/Depts/Risk/Benefits/Pages/EmployeeBenefits.aspx>.

Optional dental insurance is available, as well as participation in a flexible spending account. Our retirement plan is with the Florida Retirement System. The County also provides and pays for 1 times your salary up to a maximum of \$60,000 of term life insurance. Your health insurance benefits will commence the 1st day following one month of employment, per County policy.

As the Budget and Fiscal Services Director, I agree to comply with the highest possible ethical standards as outlined in County Policies and Procedures and shall avoid conflicts of interest by fully complying with State law. **This employment offer is contingent on the completion of a successful pre-**

employment background check and drug and/or physical screening, if applicable.

I want to welcome you to Alachua County BoCC and hope you will accept this position. Please feel free to contact me with any questions.

If the terms and conditions of this Employment Offer are acceptable, please sign and date below.

Sincerely,

Suzanne Swain

Suzanne Swain
Human Resources Director

I understand the conditions of this position as outlined above. I further understand this offer does not constitute an employee contract.

Accepted by:

Mary Shuping

Date

SS/bc

cc: