

**PERSONNEL
COMMITTEE MEETING
April 14, 2012**

PRELIMINARY AGENDA

**FLORIDA INLAND NAVIGATION DISTRICT's
Personnel Committee Meeting**

8:00 a.m., Saturday, April 14, 2012

**The Hilton Garden Inn
55 Town Center Boulevard
Palm Coast, Flagler County, Florida.**

Committee Members

Jon Netts, Chair

Commissioners Donn Colee, Spencer Crowley, Don Cuzzo, and Nancy Freeman

Item 1. Call to Order.

Chair Netts will call the meeting to order.

Item 2. Roll Call.

Assistant Executive Director Mark Crosley will call the roll.

Item 3. Position Descriptions Review.

Staff has reviewed the position descriptions for the Executive Director and Assistant Executive Director positions and do not recommend any changes. These descriptions were last updated in 2009.

(see back up pages 3 - 7)

Item 4. Assistant Executive Director Selection Criteria.

Staff has formulated the selection criteria for the new Assistant Executive Director search for Committee review and approval.

(see back up page 8)

RECOMMEND Approval of a recommendation to the full Board for the Assistant Executive Director selection criteria.

Item 5. Starting Salary for the New Assistant Executive Director.

Stall would like to discuss the starting salary level for the new Assistant Executive Director.

(see back up page 9)

RECOMMEND Approval of a recommendation to the full Board for the starting salary for the new Assistant Executive Director.

Item 6. Additional Agenda Items or Staff Comments.

Item 7. Additional Commissioners Comments.

Item 8. Adjournment.

FLORIDA INLAND NAVIGATION DISTRICT

JOB DESCRIPTION – ASSISTANT EXECUTIVE DIRECTOR

Performs a variety of tasks in assisting the Executive Director in administration, planning, and directing of the Navigation District. This is a professional position working under the general direction of the Executive Director.

ESSENTIAL FUNCTIONS:

GENERAL/ADMINISTRATIVE

Acts as Chief Administrative Officer in the absence of the Executive Director. Works with the Executive Director to formulate fee-policies and programs. Implements Board policies and actions as directed.

Assists in coordination between FIND and the Corps of Engineers, State, County, and local governments.

Assists in the preparation of agendas for Board meetings including all required backup materials.

Assists in the preparation of the District budget as necessary.

Prepares contracts for projects to be performed by contractors or consultants as necessary.

Monitors performance of contracts including preparation and updating of databases monitoring forms, progress schedules inspection schedules and financial reporting.

Attends local county, state, and federal meetings pertaining to or impacting on the waterway management or operation.

Assists in the permitting and construction of newly acquired dredged material management spoil sites.

Supervises Districts personnel in support of these responsibilities. Prepares monthly status reports for District projects and programs.

Performs other duties as assigned.

ASSISTANCE PROGRAMS

Notifies governments as to times, dates, and criteria required for Assistance Program submittals.

Compiles all Assistance Program submittals received and review with the Executive Director.

Solicits additional information required to complete or clarify the application.

Submits Assistance Program applications to Commissioners in time for their review prior to the Board's Program review and selection meetings each year.

Notifies Program applicants of Assistance Program awards.

POSITION DESCRIPTION – ASSISTANT EXECUTIVE DIRECTOR

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Prepares Assistance Program Project Agreements for each Program recipient and have all documents processed prior to project implementation.

Processes program payments in concert with the Finance Director.

Supervises the Field Projects Coordinator in project inspections to verify compliance with the project agreement. Close out projects including final audit as required.

Reviews and responds to correspondence and communication concerning the Assistance Programs.

Supervises the Small Scale Spoil Island Enhancement and Restoration Program.

Attends all meetings of the spoil island working group.

In concert with the Executive Director, develops spoil island projects including coordination of design, permitting, and construction.

Supervises the Waterway Cleanup Program.

Supervises the Small Scale Derelict Vessel Removal Program.

MINIMUM QUALIFICATIONS:

Must meet the knowledge, abilities, skills, education and experience requirements as prescribed by the District.

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without correction)
Acceptable hearing (with or without correction)
Ability to communicate both orally and in writing.
Ability to operate a PC.

ENVIRONMENTAL CONDITIONS:

Work inside in an office environment and occasionally outdoors.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability)

FLORIDA INLAND NAVIGATION DISTRICT

JOB DESCRIPTION – EXECUTIVE DIRECTOR

Performs highly responsible administrative and management work in planning, directing and coordination of the Navigation District. This is a professional position working independently under the general direction of the District Board of Director.

ESSENTIAL FUNCTIONS:

Provides leadership in planning and development of the policies and programs of the District. Establishes community relations and assists the Board in maintaining a working relationship with the Corps of Engineers, U.S. Coast Guard, general public, required Florida State Government agencies and the Congressional delegation representing the eleven counties of the District.

Maintains a close working relationship with the Chair, officers and all members of the Board on matters pertaining to the operation of the District. Keeps the Commissioners informed of the District's business and keeps individual Commissioners informed of all of the District's activities in their respective counties.

Coordinates all Board actions and legal matters as required with appropriate legal counsel.

Reviews and responds to correspondence and communication.

Investigates all complaints and problems that pertain to the Waterway, taking corrective action and report to the Board as appropriate.

Develops and maintains an insurance program for the protection of the District.

Represents the District at waterway association meetings and hearings of legislative committees and other governmental bodies as may be appropriate.

Monitors State legislative actions, attending legislative sessions as necessary.

Monitors Federal Congressional actions, attending Congressional sessions as necessary.

Ensures compliance with all state required reporting schedules.

Implements the District's annual work program and schedule.

Prepares agendas for all meetings of the Board. Makes presentations at meetings of the Board.

Manages, operates, and maintains the Administrative Offices of the District.

Supervises all District employees in the management and implementation of District programs.

Implements the District's Personnel Policy. Prepares all employee performance appraisals in conjunction with the employees and present them to the District's personnel committee for review and acceptance.

POSITION DESCRIPTION – EXECUTIVE DIRECTOR PAGE 2

ESSENTIAL FUNCTIONS CONTINUED:

Coordinates all arrangements and activities regarding meetings of the Board and District Committees.

Supervises the management of all District records and files.

Prepares an annual District budget (with requirements for taxation) for presentation to the Board, the public and the Department of Environmental Protection.

Maintains budgetary control of expenditures of the District. Monitors the investment program and recommend required actions to the Treasurer and the Board.

Establishes and implements office procedures for the financial transactions and coordinates with the auditors.

Supervises the Assistance Executive Director's management of the District's Assistance Programs.

Supervises active management of all District owned real property. Supervises nominal surveillance of property on which easements are held to benefit the Waterway.

Supervises the management of property records and permanent files of the District, including maps, engineering data, legal descriptions, easements and deeds.

Remains familiar with changing conditions on all reaches of the Atlantic Intracoastal Waterway in Florida.

Plans, coordinates, and executes a dredge material management area acquisition program to meet the requirements of the Corps of Engineers for maintenance of the Waterway.

Supervises the Field Projects Coordinator in the management of the Manatee Sign Program.

Manages the District's continuing property acquisition program.

Keeps the Property Acquisition Committee up to date on all acquisitions and related program issues.

Coordinates work of acquisition attorneys and scheduled court appearances.

Supervises the consultants in preparation of the District's Long Range Dredge Material Management Plan.

Performs other duties as assigned.

**POSITION DESCRIPTION – EXECUTIVE DIRECTOR
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MINIMUM QUALIFICATIONS:

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ESSENTIAL PHYSICAL SKILLS:

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Acceptable hearing (with or without correction)
Ability to communicate both orally and in writing.
Ability to operate a PC.

ENVIRONMENTAL CONDITIONS:

Work inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability)

Assistant Executive Director Position

Screening Criteria

Required

College Degree in marine or environmental studies or other related field

3 years experience in management

Personal computer operations and Microsoft programs proficiency

Excellent oral and written communication skills

Ability to travel and work some weekends and nights

Valid driver's license

Preferred

Advanced or engineering degree

Marine infrastructure design or construction experience

Marine permitting experience

Grant writing and administrative experience

FLORIDA INLAND NAVIGATION DISTRICT

Current Personnel Salaries and Salary Ranges

PERSONNEL	CURRENT SALARY	APPROVED SALARY RANGES		
		MINIMUM	MIDPOINT	MAXIMUM
Executive Director	140,511	92,000	117,500	143,000
Asst. Exec. Director	96,999	70,000	89,500	109,000
Finance Director	84,806	52,000	67,000	84,806
Information Manager	83,171	55,000	70,000	85,000
Field Projects Coordinator	77,612	50,000	63,500	77,612
Staff Assistant	53,712	38,000	48,500	59,000

536,811