

PRELIMINARY AGENDA

FLORIDA INLAND NAVIGATION DISTRICT's Personnel Committee Meeting

8:15 a.m., Friday, November 18, 2022

**Hyatt Place West Palm Beach
295 Lakeview Avenue
West Palm Beach (Palm Beach County), Florida, 33401-5836**

**Committee Members
Commissioners Carl Blow, Spencer Crowley,
Steve Boehning, and Lynn Williams**

Item 1. Call to Order.

Acting Committee Chair Blow will call the meeting to order.

Item 2. Roll Call.

Assistant Executive Director Janet Zimmerman will call the roll.

Item 3. Selection of a Committee Chair.

The Personnel Committee should select a Committee Chair.

Item 4. Additions or Deletions.

Any additions or deletions to the committee meeting agenda will be announced.

RECOMMEND: Approval of a final agenda.

Item 5. Public Comments.

The public is invited to provide comments on issues that are NOT on today's agenda. All comments regarding a specific agenda item will be considered following the Committee's discussion of that agenda item. *Please note: Individuals who have comments concerning a specific agenda item should make an effort to fill out a speaker card or communicate with staff prior to that agenda item.*

Item 6. Personnel Salary Adjustments for FY 2022-2023.

The Committee is requested to consider potential staff salary increases and/or bonuses for FY 2022-2023.

(Please see back up pages X-XX)

RECOMMEND: Approval of a recommendation to the full Board of the personnel salary adjustments for FY 2022-2023.

Item 7. **Executive Director Transition Plan.**

The Executive Director would like to announcement his retirement date, recommend a replacement, and submit a transition plan and timeline.

(Please see back up pages X-XX)

RECOMMEND Approval of a recommendation to the full Board of a transition plan and timeline for the position of Executive Director.

Item 8. **Assistant Executive Director Selection Criteria.**

Staff has formulated the search and selection criteria for the hiring of a new Assistant Executive Director for Committee review and approval. In addition, staff would like to discuss the starting salary level for the new Assistant Executive Director.

(Please see back up pages X-XX)

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

Item 9. **Additional Agenda Items or Staff Comments.**

Item 10. **Additional Commissioners Comments.**

Item 11. **Adjournment.**

If a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

FLORIDA INLAND NAVIGATION DISTRICT



To: All FIND Commissioners
 From: Mark Crosley, Executive Director
 Date: November 8, 2022
 Subject: FIND General (Fiscal) Year End Status - 2022

COMMISSIONERS

J. CARL BLOW
 CHAIR
 ST. JOHNS COUNTY

T. SPENCER CROWLEY, III
 VICE-CHAIR
 MIAMI-DADE COUNTY

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MARK T. CROSLLEY
 EXECUTIVE DIRECTOR

JANET ZIMMERMAN
 ASSISTANT EXECUTIVE
 DIRECTOR

The Florida Inland Navigation District (District) continues to move forward with an effective plan for the management and maintenance of Florida's Atlantic Intracoastal Waterway (AIWW), Intracoastal Waterway (IWW) and Okeechobee Waterway (OWW), collectively referred to as "waterway(s)". With ongoing successful partnerships with the U.S. Army Corps of Engineers (USACE), Taylor Engineering and other key contractors, entities and communities, the District continues to lead the way for effective waterway operations and access for the planning future.

FIND and the USACE are constructing Dredged Material Management Area (DMMA) O-23 in Martin County. Construction of DMMA BV-11 in Brevard County has been successfully completed. Construction of DMMA BV-4B is initiating, while permitting is mostly completed for DMMA BV-24-A, which will also soon be bid and constructed. Permits have been obtained to offload Material Storage Area (MSA) 434-A, located near Ponce de Leon Inlet. The District is expected to partner with the USACE inlet maintenance project to offload over 600,000 cu/yds of clean beach material from the site onto the nearshore area. DMMA M-5 in Martin County presently holds approximately 250,000 cu/yds of material to be offloaded during the next IWW maintenance dredging project. Plans, specifications and permitting for MSA 617-C in northern Palm Beach have initiated. Plans and specifications for DMMA IR-14 in Indian River County and initiating and O-35A and the recently exchanged MSA 504-C in Martin County are expected to begin soon.

With funding assistance through FIND, the USACE completed the large Palm Valley North maintenance dredging project and is expected to begin the Palm Valley South project in 2023. FIND also funded the USACE's hydrographic survey effort of the entire waterway in 2021-22. Taylor Engineering is initiating plans for a maintenance project on the OWW in the coming year.

The District continues to make progress with Taylor Engineering on updates to the Long-Range Dredged Material Management Plan, completing St. Lucie County and initiating Martin County. For this year, the Board approved over \$19.3 million to construct 18 additional waterway improvement projects through the Waterways Assistance Program. Additional District funding went towards a Maritime Management Plan for St. Johns County and derelict vessel removal throughout the District. To date, staff is managing over 201 total grants projects with approximately \$63.8M allocated over 6 years (with allowances for declared natural disaster extensions).

Management of existing FIND DMMA sites continues to be a comprehensive responsibility. Gopher tortoises are a particular problem, especially at DMMA SJ-1. The feral hog problem has been managed with the hiring of a professional trapper. Human encroachment and impacts continue, but have been somewhat successfully abated with the addition of cameras and monitoring at specific sites. FIND continues to receive numerous requests for various needs, ranging from the typical (developers, fill, material placement, timber, etc.) to odd (shark teeth & shell hunting at MSA 617-C). Mowing, well monitoring, exotic and native species control, trespassing, permitted uses and access all remain demanding of staff time and resources. The District currently has four (4) full-time and one (1) part-time employee efficiently managing the waterway. Continuing successful agreements for IT, legal, and legislative services are essential to the continued partnerships and success of the District.

FLORIDA INLAND NAVIGATION DISTRICT



To: Commissioners et. al.

From: Mark Crosley, Executive Director

Subject: Cost of Living Adjustments, Merit Raises and Salary Ranges

Date: November 8, 2022

COMMISSIONERS

J. CARL BLOW
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EXECUTIVE DIRECTOR

JANET ZIMMERMAN
ASSISTANT EXECUTIVE
DIRECTOR

The Consumer Price Index (CPI) for South Florida area has increased by an averaged 10.7% over the past year, with the cost of shelter, energy, food and transportation leading this increase. The CPI is a calculation of the typical goods and services utilized by a family and is generally a good indicator of the increase (or decrease) in general prices for a household.

Overall, inflation has increased significantly this past year, calculated at 10.6% when averaged throughout the year. Cost of Living Adjustments (CoLA) for Social Security recipients will increase 8.7% for next year.

In general, salary increases averaged between 5% and 14% for all employee levels, all employer sizes, and all industries. This marks the thirteenth consecutive year of an increasing rate, following a period of suppressed salary growth during and immediately after the 2009 economic recession.

The Public Employers Personnel Information Exchange (PEPIE) Salary Survey, while not exact, affords a reasonable comparison of area salary ranges to existing FIND staff salary ranges for similar employment positions. The survey is published each year in south Florida. Information on current staff salaries and a comparison of positions and their corresponding recent salary ranges for other public area entities will be distributed at the Board meeting. Previous comparisons suggest FIND salaries are nearing competitiveness for similar positions in the South Florida market.

Last year the Personnel Committee recommended (and the full Board approved) an overall 5% Cost of Living (CoLA) salary increase, in addition to the Executive Director's discretion to award a 0% to 5% merit increase. The Board also raised the Executive Director's salary by 7%.



Fact Sheet

SOCIAL SECURITY

2023 SOCIAL SECURITY CHANGES

Cost-of-Living Adjustment (COLA):

Based on the increase in the Consumer Price Index (CPI-W) from the third quarter of 2021 through the third quarter of 2022, Social Security and Supplemental Security Income (SSI) beneficiaries will receive an 8.7 percent COLA for 2023. Other important 2023 Social Security information is as follows:

Tax Rate	2022	2023
Employee	7.65%	7.65%
Self-Employed	15.30%	15.30%

NOTE: The 7.65% tax rate is the combined rate for Social Security and Medicare. The Social Security portion (OASDI) is 6.20% on earnings up to the applicable taxable maximum amount (see below). The Medicare portion (HI) is 1.45% on all earnings. Also, as of January 2013, individuals with earned income of more than \$200,000 (\$250,000 for married couples filing jointly) pay an additional 0.9 percent in Medicare taxes. The tax rates shown above do not include the 0.9 percent.

	2022	2023
Maximum Taxable Earnings		
Social Security (OASDI only)	\$147,000	\$160,200
Medicare (HI only)	No Limit	
Quarter of Coverage		
	\$1,510	\$1,640
Retirement Earnings Test Exempt Amounts		
Under full retirement age	\$19,560/yr. (\$1,630/mo.)	\$21,240/yr. (\$1,770/mo.)
NOTE: One dollar in benefits will be withheld for every \$2 in earnings above the limit.		

	2022	2023
The year an individual reaches full retirement age	\$51,960/yr. (\$4,330/mo.)	\$56,520/yr. (\$4,710/mo.)
NOTE: Applies only to earnings for months prior to attaining full retirement age. One dollar in benefits will be withheld for every \$3 in earnings above the limit.		
Beginning the month an individual attains full retirement age	None	

	2022	2023
Social Security Disability Thresholds		
Substantial Gainful Activity (SGA)		
Non-Blind	\$1,350/mo.	\$1,470/mo.
Blind	\$2,260/mo.	\$2,460/mo.
Trial Work Period (TWP)	\$ 970/mo.	\$1,050/mo.
Maximum Social Security Benefit: Worker Retiring at Full Retirement Age		
	\$3,345/mo.	\$3,627/mo.
SSI Federal Payment Standard		
Individual	\$ 841/mo.	\$ 914/mo.
Couple	\$1,261/mo.	\$1,371/mo.
SSI Resource Limits		
Individual	\$2,000	\$2,000
Couple	\$3,000	\$3,000
SSI Student Exclusion		
Monthly limit	\$2,040	\$2,220
Annual limit	\$8,230	\$8,950
Estimated Average Monthly Social Security Benefits Payable in January 2023		
	Before 8.7% COLA	After 8.7% COLA
All Retired Workers	\$1,681	\$1,827
Aged Couple, Both Receiving Benefits	\$2,734	\$2,972
Widowed Mother and Two Children	\$3,238	\$3,520
Aged Widow(er) Alone	\$1,567	\$1,704
Disabled Worker, Spouse and One or More Children	\$2,407	\$2,616
All Disabled Workers	\$1,364	\$1,483

This press release was produced and disseminated at U.S. taxpayer expense.

SOUTHEAST INFORMATION OFFICE • Atlanta, GA • 404-893-4222 • bls.gov/regions/southeast
For release: Thursday, October 13, 2022

Group	All urban consumers			Wage earners & clerical workers		
	Index	Percent change		Index	Percent change	
		Sep 21 to Sep 22	Aug 22 to Sep 22		Sep 21 to Sep 22	Aug 22 to Sep 22
U.S. City Average¹						
All items (1982-84=100)	296.808	8.2	0.2	291.854	8.5	0.1
All items (1967=100)	889.104	-	-	869.344	-	-
Food and beverages	310.678	10.8	0.7	310.071	10.7	0.7
Housing	306.521	8.0	0.7	303.281	8.4	0.7
Apparel	130.143	5.5	2.2	129.534	5.3	1.9
Transportation	266.109	12.6	-1.6	270.023	12.2	-1.8
Medical care	556.323	6.0	0.5	566.234	6.4	0.5
Recreation ²	131.581	4.1	0.1	125.760	4.3	0.2
Education & communication ²	144.089	0.2	0.3	129.943	-0.6	0.1
Other goods and services	512.565	6.9	0.3	566.261	7.0	0.3
South¹						
All items (1982-84=100)	287.656	8.7	0.2	283.777	8.8	0.0
All items (1977=100)	466.619	-	-	459.608	-	-
Food and beverages	305.543	10.9	0.8	304.742	11.0	0.8
Housing	285.527	9.5	0.9	286.548	9.8	0.9
Apparel	139.289	6.4	3.0	138.756	6.5	2.9
Transportation	265.348	12.1	-2.2	264.571	11.3	-2.5
Medical care	526.044	5.6	0.3	540.706	6.2	0.4
Recreation ²	131.706	3.4	0.1	125.669	3.1	0.2
Education & communication ²	138.724	-0.4	0.2	121.948	-1.4	0.1
Other goods and services	490.976	7.2	0.4	537.274	7.7	0.4
Group	All urban consumers			Wage earners & clerical workers		
	Index	Percent change		Index	Percent change	
		Sep 21 to Sep 22	Jul 22 to Sep 22		Sep 21 to Sep 22	Jul 22 to Sep 22
Tampa-St. Petersburg-Clearwater, FL³						
All items (1987=100)	277.490	10.5	0.3	274.082	9.9	-0.2
Food and beverages	282.364	10.4	1.7	289.214	11.0	1.5
Housing	294.175	13.4	1.5	293.873	13.3	1.7
Apparel	149.826	12.4	13.8	133.236	6.5	11.0
Transportation	254.951	11.4	-4.7	273.938	9.8	-5.0
Medical care	470.106	5.5	1.1	484.057	5.8	1.1
Recreation ²	128.584	3.1	-1.4	124.539	1.5	-0.7
Education & communication ²	135.327	-0.9	0.1	121.170	-1.2	0.1
Other goods and services	337.738	8.5	-0.3	356.153	8.4	-0.8

¹Indexes on a 1982-84=100 base, unless otherwise noted.

²Indexes on a December 1997=100 base.

³Indexes on a 1987=100 base, unless otherwise noted.

- Data not available.

*Full survey for Tampa-St. Petersburg-Clearwater, FL is compiled every two months and is published for January, March, May, July, September, and November.

FLORIDA

Florida inflation rates rise as national prices lower

by: Sam Sachs

Posted: Sep 13, 2022 / 12:47 PM EDT

Updated: Sep 13, 2022 / 12:47 PM EDT

TAMPA, Fla. (WFLA) — [Inflation](#) has reached another historic high, this time the largest 12-month increase since May 1979, [according to the U.S. Bureau of Labor Statistics](#). While it's the largest increase in 43 years, the measure of inflation has gone down since July, dropping 0.2%. Despite the small decrease nationally, Florida's cities instead saw slight increases, keeping the state expensive compared to other states.

The latest national inflation measure on the Consumer Price Index reported the rate had fallen slightly to 8.3%, compared to July's 8.5%, and even lower than the 9.1% in June. It's the second month in a row that the CPI has decreased, owed in part to lower prices at gas pumps and an overall lower energy price index.

Still, inflation isn't going down quickly, mainly due to increases in groceries and housing costs across the United States. In Florida, BLS released the latest inflation information for the [Miami-Fort Lauderdale-West Palm Beach metro area](#).

In June, the CPI for the Miami metro was up 2.5% from its level in April, to an overall 10.6% inflation rate. BLS Regional Commissioner Janet S. Ranking said at the time that the price index for all items, minus food and energy, had increased 1.8% over the previous two months. Energy alone rose 9.3% in the Miami metro area in June.

Now covering the August increases, the Miami metro saw a 0.1% increase in August, compared to the previous bi-monthly report. The year-over-year inflation number in the Miami area rose to 10.7%, according to BLS. The largest increase for Miami was energy, as compared to the year before. The energy index was up 27.8% compared to August 2021, while food had risen 10%, year-over-year.

From June to August, Miami food prices rose 1.6% collectively, with food at home up 1.5% covering grocery price increases, and food away from home up 1.7% for options like take out or dine-in. In terms of specific items, housing costs rose 13.5% from August 2021 in Miami.

The BLS reported the food index rose 0.8% for the U.S., mainly as the food at home portion rose 0.7%, in the past month. Year-over-year, food was up 11.4%, generally.

While the energy index dropped 5% and gasoline specifically fell 10.6%, housing, food, and medical care prices rose, as did the remainder of consumer prices, minus food and energy.

The biggest price increases in the grocery department for all Americans were starches and breakfast items. Potato prices rose 15.2%, coffee prices rose 18.7%, and eggs rose 39.8%. Even the price of bread went up by 16.2%, with white bread specifically going up just a hair more at 16.4% from August 2021 to August 2022.

Part of the higher cost was because flour and other prepared flour mixes had a 23.3% price increase. Meat and poultry prices were up, though chicken was the biggest driver in the protein department, at 16.6% compared to a 10.6% overall increase for meats, poultry, fish, and eggs. Meats on their own, such as beef and pork, rose a collective 6.7%.

Dairy, like milk and cream, rose 16.2%, while cheese products and ice cream went up 14.5% and 15%, respectively through August 2022. Fruits and vegetables rose more slowly at just 9.4% compared to August 2021, though oranges were more pricey at a 14.4% increase, nearly matching the price rise for potatoes. Butter, another common dairy product, saw prices rise 24.6%.

Energy costs dropping meant a monthly decrease of 4.6% for airline fares, though motor vehicle insurance actually increased in price. Compared to the year before, airline travel was 33.4% higher than August 2021, while insurance was up 8.7%. In the past month, insurance increased 1.3%.

When it comes to shelter, or the costs of housing such as rent or mortgages, prices were 6.2% compared to 2021. Rent costs rose 6.7% while the owner's equivalent rose 6.3%. Month-over-month, both categories of shelter prices rose 0.7% from July. However, Miami's rent prices were higher, and rose higher too. [Rent in the Miami metro](#) was up 14.5%, while owner's equivalent of rent was up 12.5%.

Prices at the store rose too, Miami's "food index advanced 10.0% for the 12 months ending in August. The food at home and the food away from home indexes each increased over the past year, up 11.3% and 7.2%, respectively," BLS reported.

Electricity prices and gas prices increased, adding to the energy index "advancing," and the long-term gas prices also a contributor. The Tampa area CPI will be released in October, showing localized CPI fluctuations compared to the rest of the U.S.

Executive Director Proposed Transition Timeline

November 2022	<ul style="list-style-type: none"> Executive Director Crosley announces retirement date. Executive Director (ED) proposes transition of current Assistant Executive Director (AED) to Executive Director. Personnel Committee reviews job descriptions and transition plan for recommendation to full Board. Approval of full Board initiates proposed transition timeline.
January/February 2023	<ul style="list-style-type: none"> Advertise for Assistant Executive Director Position. Staff screens received applications to 20 +/- . Personnel Committee reviews applications to select top 5.
March/April 2023	<ul style="list-style-type: none"> Staff schedules Committee or full Board interviews with top selected candidates for tentative job offer.
May 2023	<ul style="list-style-type: none"> New Assistant Executive Director begins training. Current AED continues ED training (budget, agenda, etc.).
June 2023	<ul style="list-style-type: none"> Assistance Program Grants Presentation Meeting.
July-September 2023	<ul style="list-style-type: none"> AED training continues (grants extensions, project closeouts, new grants awards, project monitoring etc. ED training continues.
October 2023	<ul style="list-style-type: none"> New fiscal year, new grant awards announced, project agreement initiated.
January 2024	<ul style="list-style-type: none"> Next Assistance Program cycle begins. J. Zimmerman (as ED in training) leads Board meetings.
February 2024	<ul style="list-style-type: none"> Crosley retires (February 29, 2024)

FLORIDA INLAND NAVIGATION DISTRICT

JOB DESCRIPTION – EXECUTIVE DIRECTOR

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

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 U.S Army Corps of Engineers, the U.S. Coast Guard, the general public, requisite Florida State and Local Government agencies and the Congressional delegation representing the twelve counties of the District.
- Maintains a close working relationship with the Commission 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.
- Attends all Board meetings, prepares agendas for all meetings of the Board. Makes presentations at meetings of the Board
- Reviews and responds to correspondence and communication.
- Investigates all complaints and problems that pertain to the waterway, taking corrective action and reports 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.
- 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 coordinates with the District's personnel committee on personnel issues.

FLORIDA INLAND NAVIGATION DISTRICT

JOB DESCRIPTION – EXECUTIVE DIRECTOR

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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.
- Supervises the preparation of 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 U.S. Army Corps of Engineers for maintenance of the waterway.
- Manages and coordinates the Community Outreach and Public Relations Programs.
- Manages the District's continuing property acquisition program.
- Keeps the Land Acquisition & Management Committee up to date on all acquisitions and related program issues.
- Reports monthly to the Finance & Budget Committee on the District's financial status, budget, investments and fiscal responsibilities.
- 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.

FLORIDA INLAND NAVIGATION DISTRICT
JOB DESCRIPTION – EXECUTIVE DIRECTOR

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MINIMUM QUALIFICATIONS:

Must meet the knowledge, abilities, skills, education and experience requirements as prescribed by the District. Must have a valid drivers license.

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without correction)

Acceptable hearing (with or without correction)

Ability to communicate both verbally and in writing.

Ability to operate a PC and other applicable technology.

Ability to lift and carry 50 lbs.

ENVIRONMENTAL CONDITIONS:

Work inside in an office environment, as well as occasional various field work, sometimes under arduous conditions.

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

FLORIDA INLAND NAVIGATION DISTRICT



To: Personnel Committee Members, All Commissioners
 From: Mark Crosley, Executive Director
 Subject: Resume Evaluations for the Assistant Executive Director Position
 Date: November 7, 2022

COMMISSIONERS

J. CARL BLOW
 CHAIR
 ST. JOHNS COUNTY

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JANET ZIMMERMAN
 ASSISTANT EXECUTIVE
 DIRECTOR

The resume acceptance period for the Assistant Executive Director's position closes on or about January 30, 2023. The proposed timeline for this process would allow staff to reduce the number of received applications to the top twenty (20) or thirty (30) for Committee review, with the results presented at a subsequent Board meeting. The Committee (or the Full Board) will need to decide how to proceed narrowing the interviews candidates to the top three (3) to five (5) individuals.

Staff proposes the following options (in no particular order) for consideration:

- 1) Each committee member individually evaluates the applications and rank orders the applicants from the top candidate to the bottom candidate. Staff then compiles and averages the rankings and the top three (3) to five (5) candidates with the lowest average rank scores are then interviewed by the Committee.
- 2) Each committee member individually evaluates the applications and provides their top five (5) candidates to staff, who then compiles the recommendations into a spread sheet for Committee review. The Committee discusses the spread sheet and then reaches a consensus of the top 3 to 5 candidates for Committee interviews.
- 3) Staff develops a rating form that each Committee member uses to individually evaluate the applications. The rating scores are provided to staff and the top three (3) to five (5) rated applicants are then scheduled for Committee interviews.

Staff suggests allowing the selected candidates to interview with the full Board during a workshop devoted to this effort. The workshop would likely occur on a day prior to a scheduled Board meeting, before the public Outreach Event. This would reduce the necessary travel days for Board members and allow the attending candidates to informally interact with Board members and staff at the later function.

These ideas are presented to initiate the Committee discussion. The Committee may utilize these options, a combination of these options, or other methods to evaluate applicants and provide staff direction.

FLORIDA INLAND NAVIGATION DISTRICT
JOB DESCRIPTION - ASSISTANT EXECUTIVE DIRECTOR

The Assistant Executive Director assists the Executive Director in a variety of tasks with regard to the administration and management of the organization. Upper-level management responsibilities include coordination, communication, and oversight of District processes, procedures, and standards. They are responsible for contributing towards a positive and collaborative working environment. This is a professional position working under the general direction of the Executive Director.

ESSENTIAL FUNCTIONS: (The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.)

GENERAL ADMINISTRATIVE

- Acts as Chief Administrative Officer in the absence of the Executive Director, Works with the Executive Director to formulate 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 and attend monthly Board of Director meetings.
- 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,

FLORIDA INLAND NAVIGATION DISTRICT
JOB DESCRIPTION - ASSISTANT EXECUTIVE DIRECTOR

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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.
- Prepares Assistance Program Project Agreements for each Program recipient and have all documents processed prior to project implementation.
- Manages and maintains all databases, required documents and files for the Assistance Programs.
- 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.
- Attends all meetings of the spoil island working group.
- Supervises the Waterway Cleanup Program the Small-Scale Spoil Island Restoration Program and 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 clearly communicate information both verbally, in writing, and in presentations

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Ability to use word processing and spreadsheet applications and operate basic office equipment (e.g. computers, printers, copy machines, telephone systems,)

Ability to lift and carry up to 50 lbs.

ENVIRONMENTAL CONDITIONS:

Work inside in an office environment, as well as occasional various field work, sometimes under arduous conditions.

ASSISTANT EXECUTIVE DIRECTOR POSITION SCREENING CRITERIA:

Required:

Must relocate to area (remote work not accepted for this position).

College Degree in engineering, marine or environmental studies or another related field.

3+ years' experience in management.

Personal computer operations and Microsoft programs proficiency.

Excellent oral and written communication skill.

Ability to travel and work some weekends and nights.

Must obtain a valid FL driver's license within 30 days of employment.

Preferred:

Advanced degree or engineering certification/degree.

Marine infrastructure design or construction experience.

Marine permitting experience (Florida experience preferred).

Grant writing and administrative experience.

Boater Safety Certification.

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