

## **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 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.
- 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 meetings of the North and East Central Estuarine Restoration Teams.
- 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

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 and various outdoor field work.

(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 engineering, marine or environmental studies or another related field or or 8+ years' experience in grant management, dredging or environmental permitting

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

Valid Florida driver's license

**Preferred**

Advanced degree or engineering certification/degree

Experience with marine permitting, marine infrastructure design or construction experience

Grant writing and administrative experience

Knowledge of Florida's Waterways and/or Marine Industry