

CAPTIVA EROSION PREVENTION DISTRICT

RESOLUTION 2022-06

CHANGE OF JOB TITLE FROM TECHNICAL POLICY DIRECTOR TO DIRECTOR OF OPERATIONS

A RESOLUTION OF THE CAPTIVA EROSION PREVENTION DISTRICT APPROVING THE CHANGE OF TITLE FROM TECHNICAL POLICY DIRECTOR TO DIRECTOR OF OPERATIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the CEPD Board has published on a duly noticed agenda, reviewed, discussed and taken public comment on changing the title of Technical Policy Director to Director of Operations.

WHEREAS, the CEPD Board desires to approve or approve with conditions the following attachments and course of action

NOW THEREFORE, BE IT RESOLVED by the CAPTIVA EROSION PREVENTION DISTRICT:

Section 1. The CEPD Board resolves and approves the following:

Changing the title of Technical Policy Director to Director of Operations and set forth in the documents attached to this Resolution, Exhibit A.

Section 2. This Resolution shall take effect immediately upon adoption.

DULY INTRODUCED, PASSED AND ENACTED by the CEPD Board of Commissioners of the CAPTIVA EROSION PREVENTION DISTRICT, on Captiva Island, in Lee County, Florida on February 7th, 2022.

DocuSigned by:
John Silvia
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CEPD Chair

ATTEST:

DocuSigned by:
Jennifer L. Nelson
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CEPD Administrator

Approved as to legal sufficiency:

DocuSigned by:
[Signature]
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The Captiva Erosion Prevention District

Job Description

JOB TITLE: Director of Operations

BACKGROUND:

The Captiva Erosion Prevention District (CEPD) is a governmental body created by special act of the Florida Legislature. Its mandate is to handle erosion-related problems all around on Captiva Island's tidal zone. CEPD is reorganizing the way it resources CEPD administrative functions and adding resiliency for Sea Level Rise as a focus. Those administrative functions can be categorized as:

- Relationship Management functions
- General Administration functions
- Financial Administration functions
- Coastal Management functions
- Government grant acquisition and grant writing

CEPD seeks a highly qualified individual to work on a competitive salary or contract basis to perform the strategic CEPD functions described below.

MINIMUM QUALIFICATIONS:

- + Bachelor's degree or equivalent experience.
- + A minimum of five years recent experience that demonstrates progressively increasing responsibilities in project management.
- + Some exposure to the Coastal Management industry.

Such alternatives to the above qualifications as the Board may find acceptable.

KNOWLEDGE, SKILLS, AND ABILITIES:

- + Excellent Project Management skills, including:
 - Project scoping, planning, estimating, scheduling, tracking, reporting and management using an automated project management tool such as Microsoft Projects.
 - Hands-on team supervision.
 - Project and resource tracking and reporting.
- + Excellent communication and presentation skills
 - Patient when communicating
 - Active listener
 - Facilitate groups and give presentations



The Captiva Erosion Prevention District Job Description

- Develop agendas and run meetings
 - Good people skills, especially with difficult stakeholders
 - Excellent skills at interfacing with the general public
 - Ability to work with groups to obtain consensus
 - Ability to target communications to different audiences
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- + Ability to work in a self-motivated manner.
 - + Results oriented – defines objectives in terms of outcomes and deliverables.
 - + Exposure to and knowledge of coastal management/ coastal erosion / beach nourishment.
 - + Experience interfacing with government agencies.
 - + Engineering background a plus.
 - + Quick learner.
 - + Interested in career in coastal management – learn on this project and be around for the next one ready to make a commitment.
 - + Possesses a “Whatever it takes” attitude.
 - + Lots of tools in the toolbox for working with people and agencies, especially being innovative and creative.
 - + Out of the box thinker, able to analyze issues and propose alternative responses.
 - + Ability to address ad-hoc requests successfully.

ESSENTIAL JOB FUNCTIONS:

Reporting to, and taking direction from, the CEPD Executive Director and the CEPD Chairperson, in accordance with the CEPD policies and procedures, the position will be responsible for performing the following functions:

- + Work with the CEPD Coastal Management consultant to assist with, and eventually take over, the CEPD coastal management functions relative to:
 - Maintaining a firm understanding of the state and federal beach management programs as well as the beach nourishment planning, permitting, construction, and monitoring processes, and coordinating the entire process.
 - Developing and maintaining knowledge and understanding of coastal resilience and coastal erosion in general, and the state and federal initiatives, agencies and programs that focus on those issues.
 - Developing, maintaining and managing the Beach Nourishment project plan.
 - Developing, publishing and managing RFIs and RFPs and the vendor selection process for beach nourishment projects.
- + File reports and reimbursement requests with the federal government and the state for all active state and federal grant contracts relative to the Beach Nourishment project. Work with the CEPD Accountant to maintain a detailed accounting record of grant contract tasks, invoices paid, and the funding remaining in existing grant contracts.
- + Facilitate the economic apportionment process for the Captiva property local share of funding for beach nourishment projects.



The Captiva Erosion Prevention District Job Description

- + Conduct periodic and immediate post-storm beach inspections, remaining familiar with the general beach conditions, and articulating beach storm damage assessments quickly to the CEPD Commissioners, state and federal agencies, and the public.
- + Develop and maintain the CEPD Geographic Information Systems database.
- + Maintain and update the CEPD website as necessary.
- + Develop and publish State Funding Ten Year Projections.
- + Develop and publish County Funding Projections.
- + Perform special projects for CEPD Board Members or other personnel designated by the CEPD Board as prioritized by the Chairperson.
- + Report Status on a weekly basis.
- + Perform Public Relations functions, such as educating and familiarizing the homeowners and tourists with the CEPD beach nourishment project and the project construction schedule.
- + Become involved with, and attend meetings of, other organizations that have a coastal management dimension to their purview, e.g., Florida Shore and Beach Preservation Association, Lee County Coastal Advisory Committee, Lee County Tourist Development Board, etc.
- + Maintain working relationships and promote CEPD goals and objectives with other governmental and non-governmental organizations with which CEPD must interface at the strategic and tactical levels.
- + Develop and continue to improve the quality of CEPD Board approved standard operating procedures and schedules for performing CEPD Technical Functions.
- + Cross train in Tactical Administration functions and fill in for Administrative Director as required.
- + Provide management to the Beach Ambassadors.

EXERTION TYPE:

- + Light work. Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job related.

DocuSigned by:
Daniel Munt
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