



SOUTH FLORIDA WATER MANAGEMENT DISTRICT

EXECUTIVE DIRECTOR

MG505

Revised April 21, 2011

JOB SUMMARY

Executive level leadership position that functions as Chief Executive Officer of the District in carrying out its charge for total water resource management in a sixteen county South Florida region; including the Central and Southern Flood Control Project; the operation and maintenance of Works of the District including pump station structures, levees and canals; management of Stormwater Treatment Areas (STAs); regulatory programs for the protection of the water resources including environmental resource permitting; management of District lands and Consumptive Use Permitting, budgetary and business operations and environmental restoration projects.

This position is responsible for the overall leadership of the agency, the development and administration of an annual operational budget and the supervision of assigned staff. Directs overall District operations; directs staff activities; reviews, evaluates and authorizes program and/or procedural changes and improvements. This position requires frequent travel.

Functions as the principal agent of the Board in implementing policies the Board adopts to fully effect its charge as prescribed by the Florida Water Resources Act of 1972 (FL. Statute 373) and other applicable Florida statutes, federal statutes, the Governor and Legislature or their agents, as well as the general public of the District at large.

Appointment Conditions: The Executive Director is appointed by and serves at the pleasure of the Governor-appointed nine-member Governing Board. The appointment of the Executive Director is subject to approval by the Governor and must initially be confirmed by the Florida Senate upon employment. The Executive Director must be confirmed or reconfirmed by the Senate during the second regular session of the Legislature following a gubernatorial election.

JOB SCOPE

Prepares and implements actions to accomplish Board policy.

Submits to the board, on a regular basis, statements of policy, annual and future plans, and budgets for consideration and approval.

Develops adequate procedures and controls to accurately and timely measure progress toward attainment of agency objectives.

Directs and coordinates financial programs necessary to provide funding for new and continuing operations.

Revises objectives and plans in anticipation of changes in current environmental, legal, economic, and operating conditions.

Evaluates performance of staff executives for compliance with established objectives and strategies.

Makes all final decisions, in accordance with adopted policy, for the operation of the District.

Understands the open government laws of Florida and operates accordingly.

Delegates additional responsibilities at the direction of the Board.

Meets with local elected officials, appointed officials, and community leaders.

EMPLOYMENT GUIDELINES

EDUCATION: Bachelor's degree in a relevant field required; Master's degree preferred.

EXPERIENCE: A minimum of seven (7) years of experience at the executive or senior management level for a natural resource organization including planning and directing major programs and policy development and implementation.

KNOWLEDGE, SKILLS, AND ABILITIES

Demonstrated ability to apply extensive executive level experience and technical knowledge for overseeing all organizational functions and operations relating to Florida water resources issues and resource management, regulation and, engineering, hydrogeology, and environmental sciences.

Ability to oversee the management of an organization with personal accountability for agency-wide decisions and results.

Knowledge of management and administrative principles and practices at an executive level.

Strong diplomatic, persuasive and interpersonal skills in communicating with the Governing Board, elected officials, and national, state, and local officials on District matters

Ability to prepare budget, control expenditures and demonstrate fiscal accountability for a multi-million dollar organization.

Demonstrated ability to balance the multi-faceted mission of the District while maintain objectivity and respect for the public, and other local, state and national stakeholders.

Ability to communicate District objectives to a broad audience.

Ability to lead activities of interdepartmental teams.

Ability to manage and supervise executive/senior management staff.

Ability to resolve conflicts, both internally and externally, particularly policy oriented issues.

Demonstrated speaking, writing and presentation skills which are required to conduct meetings and appear before the Governing Board, elected officials, and national, state, and local officials regarding District matters.

PHYSICAL DIMENSIONS:

Work is primarily performed in an office environment with frequent state-wide and national business trips via air or automobile for out-of-town Governing Board meetings, participation in interagency meetings, inspection of projects, and to the state capitol to represent the District. Occasional fieldwork is required to inspect or participate in tours of District and other entity projects and natural resource oriented activities. The position incumbent is required to possess reasoning ability to assimilate varied technical, behavioral, and administrative information sufficiently to perform the above listed duties and responsibilities.