

CEPD Director of Administration

Job Details

Salary: \$60,000- \$65,000 a year

Benefits: Health Insurance Stipend

Job Type: Full Time

Organization Scope / Background:

The Captiva Erosion Prevention District (CEPD) is a governmental body created by a special act of the Florida Legislature. Its mandate is to handle erosion-related problems within Captiva Island's tidal zone. The CEPD is responsible for several key administrative functions.

These administrative functions can be categorized as:

- Relationship management functions.
- General administration functions.
- Financial administration functions.
- Technical coastal management functions.
- Government grant acquisition and grant writing.

The CEPD Administrative Director performs the general administration CEPD functions described below.

Roles and Responsibilities:

Reporting to, and taking direction from, the CEPD Executive Director and the CEPD Chairman, in accordance with the CEPD policies and procedures.

The position will be responsible for performing the following functions:

- Providing board meeting support:
 - Developing each meeting agenda with the Board Chairman and Executive Director.
 - Compiling and distributing board meeting materials.
 - Publishing legal notices and various related advertisements pursuant to state and local law to ensure public meetings meet statutory requirements.
 - Attending all board meetings (onsite and offsite) and taking meeting minutes.
- Managing the daily mail operation.
- Overseeing the board election process, including preparation of necessary legal advertisements, and preparation of necessary forms for qualifying and maintaining legally required reports of candidates.
- Assisting with budget preparation and annual tax roll processing.
- Demonstrating continuous effort to improve operational efficiency and work cooperatively to provide quality seamless customer service.
- Assuring accuracy of information processed for distribution and compliance with all applicable statutes.

- Keeping abreast of, and recommending changes to, all aspects of the agency's processes, including proposed changes or amendments to the operating standards, assessing the impact of changes on current policies and procedures of the agency.
- Maintaining legal and official agency documents; serving as custodian of official agency records and correspondence; providing access to public records; processing requests for public records.
- Managing/overseeing the look and feel and content of the CEPD website, creating content, or coordinating the creation of content for the website.
- Performing special projects at the direction of the CEPD Executive Director.
- Coordinating legal functions, such as:
 - Submission of financial disclosures by Commissioners
 - Legal review by CEPD Attorney of:
 - Contracts
 - Public communications
- Performing technical administration functions as required
- Performs other related duties as assigned

Qualifications / Hiring Requirements:

Skill set

- Excellent communication and presentation skills.
- Excellent skills at interfacing with the general public.
- Excellent office management and administration skills.
- Ability to work in a self-motivated manner.
- Ability to provide general administrative support to multiple personnel.
- Ability to scope, plan and execute small-scale projects.
- Ability to address ad-hoc requests successfully.
- Exposure to generally acceptable book-keeping accounting practices.
- Excellent computer skills including social networking, Microsoft Office, website management, project management software, and digital document management.

Experience

- A minimum of five years of a recent experience that demonstrates progressively increasing responsibilities in office administration, customer interface, and management
- A minimum of 2 years of recent experience in successful small-scale project management
- Some exposure to the coastal management industry

Education

- Bachelor's Degree or equivalent experience