

FLORIDA KEYS AQUEDUCT AUTHORITY

BOARD OF DIRECTORS' MEETING

Open to the Public

Key West Marriott Beachside Hotel
3841 North Roosevelt Blvd.
Key West, Florida 33040

Friday, March 5, 2021

10:00 a.m.

LABOR COMMITTEE MEETING

Invocation

Pledge of Allegiance

Labor Committee: Review and discuss the new Deputy Executive Director position.

SPECIAL MEETING AGENDA

Board of Directors: Discuss and consider action on the new Deputy Executive Director position.

Note: The Board of Directors does allow time for comments from the public, who have completed sign-in cards, on any Agenda Item or any specific areas of concern. Individuals will be allotted 3 minutes to make presentation. Representatives from established groups will be allotted 5 minutes to make presentation.

FLORIDA KEYS AQUEDUCT AUTHORITY JOB DESCRIPTION

POSITION TITLE: DEPUTY EXECUTIVE DIRECTOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to define job responsibilities of the person chosen to hold the position of Deputy Executive Director. These duties involve broad policy development, strategic planning including implementing, managing the capital improvement plan, technical and operational responsibilities which are performed through the authority derived from the Executive Director. Position reports to the Executive Director and approved by the Board of Directors.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Assists the Executive Director in policy development, strategic planning, technical and operational responsibilities, employee issues and other issues relating to overall utility management.

Assumes the duties of the Executive Director in his/her absence and/or as directed by the Executive Director.

Interacts with the Board of Directors on strategic planning, policy development and other utility management issues.

Interacts with other utilities, governments and elected officials on matters relating to the Authority.

Represents the Authority at public meetings, forums, and conferences.

Acts as FCAA liaison with state, federal, and local agencies.

Interacts with the public at hearings, workshops, and other outreach meetings.

Represents the Authority in newspaper articles, radio interviews and other media outlets.

Prepares or completes various forms, reports, correspondence, or other documents.

Receives various forms, reports, correspondence, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Establishes and monitors departmental budgets and capital improvement budgets.

ADDITIONAL FUNCTIONS

Aids other employees or departments as needed. Communicates with the public and other individuals as needed to coordinate work activities, review status of work, exchange information or resolve problems.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Must have ten (10) years previous experience and/or training that include progressively more responsible positions in a water utility, governmental or related agency with a minimum of six (6) years of significant management and administrative responsibility; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Bachelor's Degree and/or master's degree may substitute as one year's equivalent of basic experience. Must possess and maintain a valid Florida driver's license. Must be able to communicate and comprehend the English language.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform moderately complex algebraic and geometric operations; ability to utilize principles of basic probability and statistical inference.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Florida Keys Aqueduct Authority • Deputy Executive Director

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as temperature extremes.

The Florida Keys Aqueduct Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.