



THE CAPTIVA EROSION PREVENTION DISTRICT

Compensation and Job Description Review

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The Captiva Erosion Prevention District (CEPD) was established in 1959 by the Florida legislature. CEPD is an independent special beach and shore preservation district. One of the core responsibilities of the CEPD is to monitor the conditions of Captiva Island. The administrative functions can be categorized as:

- + Relationship management
- + General administrative
- + Financial administrative
- + Technical coastal management
- + Government grant acquisition and grant writing

CEPD is governed by an elected board of five commissioners who are non-partisan and live within the district. The day-to-day work of CEPD is facilitated by an Executive Director and Technical Policy Director. In the fall of 2021, the Executive Director began the strategic planning process. As part of this work, I was asked to review the current job descriptions and compensation for the administration of CEPD.

The job descriptions were reviewed with the Executive Director and minor changes were made. Based on the actual work of the Technical Policy Director, it is recommended that the title change to Director of Operations. This title is more appropriate for the work of this position. The job descriptions were also reformatted for clarity purposes. (See attached)

The compensation was reviewed based on the day-to-day work of the administrators. The Economic Research Institute (ERI) was utilized to compile the compensation recommendations for CEPD. ERI was founded over 25 years ago to provide compensation applications for private and public organizations. ERI Economic Research Institute compiles the most robust salary, cost-of-living, and executive compensation survey data available, with current market data for more than 1,000 industry sectors.

ERI's research analysts apply a combined 100+ years of experience in the field of compensation administration to give you interactive software updated quarterly with consensus results from the most reliable survey sources. ERI maintains several databases, tracking wage and salary information (as well as cost of living information)

for the United States, Canada, the United Kingdom, and many European Union members. Data for each country is maintained separately. ERI's Assessor Series® captures and combines the strengths of the Internet and over 25 years of research to provide instantaneous answers to your most pressing compensation questions.

Based on the ERI review, below is the recommended salary range for CEPD administrative positions.

Salaries by Fiscal Year Budget

Compensation Type: Base Salary

Pay Period: Annual

Executive Director

Fiscal Year Budget	20th Percentile	40th Percentile	Median	75th Percentile	90th Percentile
\$500,000 - \$1,000,000	\$71,424.00	\$108,273.00	\$121,192.00	\$167,832.00	\$207,333.00

Director of Operations

Fiscal Year Budget	20th Percentile	40th Percentile	Median	75th Percentile	90th Percentile
\$500,000 - \$1,000,000	\$63,988.00	\$86,471.00	\$96,091.00	\$121,074.00	\$137,462.00



The Captiva Erosion Prevention District Job Description

JOB TITLE: Executive Director

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 office administration, customer interface and management.
- + A minimum of 2 years recent experience that demonstrates responsibility in handling and reporting on financial transactions, budgeting, and financial projections.
- + A minimum of 2 years recent experience in successful small scale project management
- + Some exposure to providing financial services to government agencies preferred, but not necessary.
- + 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 and Process Management skills, including project planning and scheduling, team supervision, project and resource tracking and reporting, and issue resolution using an automated project management tool such as Microsoft Project.
- + Excellent communication and presentation skills.
- + Excellent skills at interfacing with the general public.



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- + Excellent office management and administration skills.
- + Ability to work in a self-motivated manner.
- + Ability to provide general administrative and medium financial support to multiple personnel and managing upward to the board and responding to board priorities as scheduled with the board Chairperson.
- + Ability to scope, plan and oversee/execute small scale projects such as beach clean-up, parking lot improvements and management and/or dune plantings.
- + Ability to address ad-hoc requests successfully.
- + Exposure to generally accepted financial and book-keeping accounting practices.
- + Facility with financial reporting; able to create, review, comment on, present and prove financial reports.
- + Excellent computer skills, including social networking, word processing, spreadsheet processing, presentation software, internet facility, project management software, e-mail, digital document management and electronic calendaring.

ESSENTIAL JOB FUNCTIONS:

- + Reporting to, and taking direction from, the CEPD Board of Directors and primarily, though not exclusively, the Chairperson. Such will be in accordance with the Strategic General Administration policies. The position will be responsible for performing the functions listed below, according to standard operating procedures developed and approved by the CEPD Board of Directors.
- + Work with the CEPD Coastal Management consultant to assist with, and eventually take over, the CEPD coastal management functions relative to:
 - State Funding 10 year Projections
 - County Funding Projections
 - 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. Similarly, coastal resilience and coastal erosion in general.
 - Filing quarterly reports and reimbursement requests with the state for all active state grant contracts. Maintaining a detailed accounting record of grant contract tasks, invoices paid, and the funding remaining in existing grant contracts and annual grant requests to appropriate county functions such as TDC/VCB.
 - Facilitating the economic apportionment process for the Captiva property local share of funding for beach nourishment projects.
 - Conducting 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.
- + Performing the following functions in a self-directed manner, per the procedures and schedules approved by the CEPD Board.



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- + Coordinating with Lee County the clean-up of large amounts of debris or fish kills on the beach or in water and mangroves around Captiva Island.
 - + Responding to E-mail, voice mail and/or regular mail received relative to strategic CEPD functions.
 - + Providing Board meeting support by developing the agenda with the Board Chairperson and XXX, assist the Chairman in facilitating the meeting, and reporting/discussing strategic initiatives.
 - + Managing/overseeing the look and feel and content requirements of the CEPD Website, creating content or coordinating the creation of content for the website.
 - + Performing special projects for CEPD Board Members or other personnel designated by the CEPD Board as prioritized by the Chairperson.
 - + Reporting Status updates on a weekly basis. +
- Coordinating Legal functions, such as:

- Timely production of Election relevant processes and resolutions
 - Timely submission of Financial Disclosures and other state and county required qualification requirements by CEPD Commissioners
 - Legal review by CEPD Attorney of: Contracts, public communications, and resolutions
- + Performing public relations functions, such as educating and familiarizing the homeowners and visitors with the CEPD beach nourishment project and the project construction schedule. In the future, with Sea Level Rise activities
 - + Becoming involved with, and attending 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..
 - + Maintaining working relationships and promoting CEPD goals and objectives with other governmental and non-governmental organizations with which CEPD must interface at the strategic and tactical levels.
 - + Developing and continuing to improve the quality of CEPD Board approved standard operating procedures and schedules for performing CEPD Administration Functions.
 - + Ensure that CEPD procedures take advantage of available mechanisms and strategies to ensure that they are conducted in the most financially beneficial way to CEPD.
 - + Populating the CEPD Master Calendar with strategic events and maintaining those events.
 - + Cross training in general administration functions and filling in for Director of Administration as required.

(Note that the following functions will be performed per FLTRIM procedures, standard operating procedures approved by the CEPD Treasurer and accountant and may, at times, require additional support and direction from the accountants.)

- Assuring that CEPD is in compliance with all state regulations and deadlines.
- Developing CEPD annual Capital Projects and Ad Valorum budgets.
- Establishing the ad valorum millage rate.



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- + Reviewing the CEPD General Ledger and periodic financial reports produced by the CPA for completeness and accuracy.
- + Forecasting funds availability requirements and ensuring they are fulfilled.
- + Maintaining working relationships with CEPD's financial institutions, the CEPD Economist, the Lee County Tax Collectors and Property Appraisal Office, and Captiva Realtors.
- + Performing Annual Tax Roll Processing.
- + Coordinating Apportionment Processing.
- + Reviewing proposed and ongoing expenditures and presenting alternatives and recommendations to the CEPD Board.

OTHER JOB FUNCTIONS:

- + Seek out professional development opportunities to enhance knowledge, skills, and abilities.
- + Maintain positive communication with colleagues, community members, elected officials and others to promote and increase community engagement.
- + Support the retention of effective employees and volunteers by exhibiting professionalism and making positive contributions to workplace morale.
- + Promote a culture of high performance and continuous improvement by making a commitment to quality.

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.



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



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- 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.



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- + 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.