

RESOLUTION 18-2

A RESOLUTION OF THE BOARD OF SUPERVISORS OF CENTRAL COUNTY WATER CONTROL DISTRICT APPROVING AN ADVERTISEMENT, JOB DESCRIPTION, AND RECRUITMENT AND SELECTION PROCESS FOR THE POSITION OF DISTRICT MANAGER; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the Central County Water Control District (the "District") is a Florida water control district operating and organized under Chapter 298, Florida Statutes, and Chapter 70-702, Laws of Florida, as amended; and

WHEREAS, the Board of Supervisors desires to advertise and seek potential candidates for the position of District Manager; and

WHEREAS, the Board of Supervisors desires to provide a Job Description to potential candidates for the position of District Manager; and

WHEREAS, the Board of Supervisors desires to establish a process to recruit and select the most qualified candidate for the position of District Manager; and

NOW THEREFORE, BE IT RESOLVED by the Board of Supervisors of the Central County Water Control District as follows:

Section 1. The advertisement for the position of District Manager, attached and incorporated in this Resolution as **Exhibit A**, is hereby approved.

Section 2. The Job Description for the position of District Manager, attached and incorporated in this Resolution as **Exhibit B**, is hereby approved.

Section 3. The *Recruitment And Selection Process For The Position Of District Manager*, attached and incorporated in this Resolution as **Exhibit C**, is hereby approved.

Section 4. This Resolution shall become effective immediately.

PASSED AND ADOPTED this 24th day of January, 2018.

**BOARD OF SUPERVISORS
CENTRAL COUNTY WATER CONTROL DISTRICT**



By: DENISE MILLER, President

ATTEST:



By: Val Spina, Interim District Manager

APPROVED AS TO LEGAL SUFFICIENCY AND FORM:



By: JOHN J. FUMERO, District Attorney

District Manager (F/T), Clewiston County Water Control District, Hendry County, FL

Central County Water Control District ("CCWCD"), a Florida water control district organized under Chapter 298, Florida Statutes, seeks applicants for the position of District Manager ("DM"). The position of DM is a highly skilled managerial position, requiring an established ability to provide supervision to CCWCD employees and implement the policies of CCWCD's Board of Supervisors. This employee must have knowledge to supervise and direct employees pertaining to work related to reclamation, drainage, irrigation, roads, water control works, and recreational facilities and services. The position requires general knowledge of heavy-duty equipment, and construction and maintenance of roads, drainage ditches, culverts, and recreational facilities. EEO/ADA

Qualifications: HS diploma, preferred experience equivalent; supervisory experience; experience with flood control and construction is preferred. Completion of Florida Association of Special District's Certified District Manager program or ability to complete within one year of employment is required.

Pay, Benefits and Work Schedule: Salary commiserate with experience, benefits include a 401(k), PTO, and more. Range \$50,000.00 to \$80,000.00.

Applications available at <http://ccwcdfl.com/documents/> and from CCWCD office by calling 863/983-5797. All applications must be received by February 26, 2018. For more information, please visit CCWCDFL.com and contact Vonda Stanfield, Assistant Manager, at 863-983-5797.

CENTRAL COUNTY WATER CONTROL DISTRICT

Job Title: District Manager Job Description

Reports To: Board of Supervisors

SUMMARY

This is a highly responsible skilled managerial position, requiring an established ability to provide a high level of supervision of employees. This employee must have knowledge to supervise and direct the laborers pertaining to work in a Florida water control district related to reclamation, drainage, irrigation, water control works, and recreational facilities and services. This job requires general knowledge of heavy-duty equipment, knowledge of construction and maintenance of roads, bridges, drainage ditches, culverts, and recreational facilities. This employee will be responsible for making decisions pertaining to a Florida water control district and determines the priority of work to be done within said district under the supervision of an elected Board of Supervisors.

DUTIES AND RESPONSIBILITIES

1. **Primary Duties.** The Manager is to conduct the business of the District in accordance with the rules, directives, and regulations issued by the Board of Supervisors and in accordance with their or her job description. Manger shall maintain and follow all Board of Supervisor policies, rules and regulations and any amendments thereto. The Manager is primarily responsible for the operation and maintenance of the waterways, storm drainage, roadways, recreation facilities, and appurtenances, within the District boundaries. Make sure all employees follow safety rules and regulations. Determines if new equipment is needed, gets estimates to present before the Board or have the old equipment repaired. Performs special projects, detailed research and analysis, and/or correspondence and reports. Take notes during Board meetings and reviews them to follow-up any action taken by the Supervisors.
2. **Supervisory Powers.** In conjunction with their primary duties, the Manager must also:
 - a. **Recordkeeping.** Ensure proper records are kept concerning the workings of the District in accordance with the applicable laws, regulations, and directives of the Board. This shall include the preparation of the budget and the necessary filling of documents and reports with regulatory and reporting agencies.
 - b. **Repairs and Maintenance.** The Manager is to assure all equipment is maintained and/or repaired as necessary and in proper fashion.
 - c. **Drainage/Flood Control.** The Manager must be familiar with drainage/water management and related matters.
 - d. **Training.** The Manager is responsible for the continued and proper training of all employees.

Job Description for District Manager

- e. **Financial.** The Manager is directly responsible for the preparation of an annual budget for the District's operation. Upon approval by the Board of Supervisors, the Manager is responsible to see all requirements are fulfilled.
- f. **Powers.** The Manager is the Administrative Head of the District and shall:
 - i. Have the power to hire and fire.
 - ii. Implement policies, rules, regulations, and procedures established by resolutions and directives of the Board. Manager shall be responsible to and receive authority from the Board in performance of duties. The Manager shall give reasonable notice to the Chairman of the Board if they are unable to attend any meeting of the Board.
 - iii. Cooperate with Committees in fulfilling their responsibilities.
 - iv. Make recommendations regarding engineers or consulting services.
 - v. Make recommendations to Committees on action necessary to fulfill duties.
 - vi. As part of the duties assigned in Item 1.11 above, the Manager may, within a thirty (30) day period, approve expenditures for budgeted items not exceeding Fifteen Thousand Dollars (\$15,000) each, for the purchase of expendable water control and plant control chemicals and supplies, replacement of operating spare equipment, and for other supplies and services excluding payroll expenditures. In addition, the Manager may approve expenditures for budgeted capital equipment items, and expenditures not exceeding Three Thousand Dollars (\$3,000) each, for non-budgeted capital items. Note: This precludes repetitive purchase orders for a single item in excess of \$15,000 total within a 30-day period.
 - vii. In the event of an emergency, make the first priority restoring and maintaining service. The Board will then review and ratify emergency expenditures over Fifteen Thousand Dollars (\$15,000) at the next regular meeting.
 - viii. Be authorized to execute and submit all permit applications for projects authorized by the board.
 - ix. Be authorized to approve change orders in construction projects, if the aggregate of such changes do not exceed 10% of the Board approved project cost, or \$15,000 whichever is less.
 - x. The Manager shall prepare for the Board, written reports stating the basis of any change orders where the Manager has acted.
 - xi. The Manager is directly responsible for the preparation of an annual budget for the District's operations. Upon budget approval by the Board, the Manager is fully responsible to see that all requirements of that budget are fulfilled.
 - xii. Develop and maintain the District's Capital Improvement Plan.

Job Description for District Manager

- xiii. The Manager will act as the Emergency Operations Coordinator for the District.
- xiv. The Manager will act as the District liaison to the media and all governmental regulatory and all other meetings.
- xv. In the planned or emergency absence of the Manager, the Assistant District Manager shall be afforded the Manager's powers and the Manager shall remain available by electronic means whenever possible.
- xvi. Review financial reports, and submit monthly budget reports to the Board and/or the Finance Committee for review and approval.
- xvii. Serve liaison with other governmental agencies and private contractors with whom the board does business.
- xviii. Review and approve invoices with the Treasurer, and has the authorization to sign checks under \$1,500 without the Board approval. The Manager can endorse all checks following Board approval.
- xix. The Manager shall retain coverage of: Employee Dishonesty Coverage of \$500,000.
- xx. Also, see Manager's job description for additional duties and responsibilities.

3. **Insurance Administrator:** Duties include the following: managing insurance programs, compiles, and maintains records for use in employee benefits administration. Prepares reports of accidents and injuries at the District. Distributes information on and explains benefits programs. Verifies and completes benefits enrollment forms. Reviews reports from plan providers to verify accuracy and resolve differences. Sends enrollment information to benefit plan providers and other plan administrators.

4. **Human Resource Administrator:** Maintains files in accordance with the Laws of the State of Florida. Records employee information such as personal data, compensation, benefits, performance reviews or evaluations, and termination date and reason. Has the authority to hire and fire employees write reprimands and choose the proper penalties for the offense. Schedules and coordinates pre-employment, criminal background checks, driver's license checks, any written examinations, and drug screenings for all employees. Conducts yearly driver's license checks for all District employees. Updates employee files to document personnel actions and to provide information for payroll and other uses.

5. **Continuing Education.** The Manager is responsible to maintain their professional certifications and pursue continuing education.

EDUCATION AND/OR EXPERIENCE:

This employee must have a high school diploma, preferred college or the equivalent in experience in working within a supervisory capacity in a Florida water control district. Continuing education in current trends and practices will be required.

Job Description for District Manager

Completion of the Florida Association of Special District's ("FASD") Certified District Manager program or the ability to attain such certification within one year of employment is preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**RECRUITMENT AND SELECTION
PROCESS FOR THE POSITION OF DISTRICT MANAGER**

BACKGROUND

Recruiting and selecting a qualified District Manager to successfully lead Central County Water Control District's ("CCWCD") operations is one of the most important responsibilities of the Board of Supervisors. This document sets out the recruitment and selection procedure for candidates for the position of District Manager.

THE PROCESS

The recruitment process for the position of District Manager can range between 60 and 90 days, depending on the advertising deadlines for specific publications, the availability of individuals to participate in the hiring process, and deal with issues involved with changing jobs.

STEP 1 - ADVERTISE

Develop and distribute a advertisement for the position of District Manager. The advertisement will include brief descriptions of CCWCD, the responsibilities and qualifications of the District Manager, deadlines for application, and contact information for acquiring a complete job description and application package.

The District Manager position will be advertised in print media, the *Clewiston News* and *The News-Press* (Fort Myers), and via the internet, at Monster.com, Indeed.com, and the Florida Association of Special District's Job Board.

All advertisements will be posted, at a minimum, for 30 days. If less than two qualified applications are received within 30 days, the advertising period will be extended for an additional 30 days and the District Attorney may select additional outlets for advertising.

STEP 2 - EVALUATION

Candidates for the District Manager position will be evaluated with the following criteria:

- I. Leadership
- II. Organizational Management
- III. Knowledge & Experience
- IV. Communication

Candidates will be evaluated on a scale of 1 to 5 using the following scale:

1. **Unacceptable** – The candidate showed an unsatisfactory ability to meet an individual criterion.
2. **Conditional** – The candidate, if selected, would be expected to improve their abilities in regard to this criterion.



RECRUITMENT & SELECTION PROCEDURE FOR THE POSITION OF DISTRICT MANAGER

3. *Satisfactory* – The candidate meets the Supervisor’s expectations in regard to this criterion.
4. *Exceptional* – The candidate exceeds the Supervisor’s expectations in regard to this criterion.
5. *Outstanding* – The candidate substantially exceeds the Supervisor’s expectations in regard to this criterion.

STEP 3 - SELECTION OF THE DISTRICT MANAGER

a) The District Attorney will receive all applications and review each application for initial qualifications.

b) After the close of the advertising period, the District Attorney and District Chairperson will review all sufficient applications and produce a list of at least two and less than five applications that appear to be the most qualified candidates.

c) This “short list” of candidates will be provided to the Board of Supervisors at the next regular meeting of the Board of Supervisors unless the Board of Supervisors desires to meet on an earlier date.

d) At the meeting where the short list is presented, the Board of Supervisors will approve the short list, choose a date to meet with short list candidates, and receive written instructions for use in evaluating each short list candidate.

e) All short list candidates will be invited to interview with the Board of Supervisors on a date chosen by the Board of Supervisors. In the event a majority of candidates are unable to meet with the Board of Supervisors on the date chosen, District Staff will contact individual members of the Board of Supervisors to coordinate a new interview date.

f) At the meeting of the Board of Supervisors where short list candidates are reviewed, the Board of Supervisors will ask candidates to leave the room and proceed to interview each candidate individually for a period of fifteen minutes.

g) Following the completion of all interviews, the Board of Supervisors will receive comments from the public and District Staff, and submit their evaluation of the candidates to District Staff. District Staff, accompanied by the District Attorney, will compile the evaluations received and produce a ranking of the candidates. All evaluations shall become a public record.

h) Once a ranking of the interviewed candidates is produced, District Staff will present the Board of Supervisors with the results. The Board of Supervisors will extend an offer of employment, subject to negotiation with the District Attorney, to the candidate receiving the highest score. The short list candidate with the second highest score shall be considered the “alternate” candidate for the position of District Manager.

RECRUITMENT & SELECTION PROCEDURE FOR THE POSITION OF DISTRICT MANAGER

STEP 4 – HIRING DISTRICT MANAGER

- a) Make an Offer. An Offer is extended to the candidate receiving the highest score.
- b) The District Attorney will negotiate a District Manager Employment Agreement, salary, benefits, and start date.
- c) Board approves District Manager Employment Agreement.