



IRL Council

Staff Position Description

JOB TITLE: Chief Operating Officer (COO)

LOCATION: Indian River County, Florida

EMPLOYER: IRL Council, an independent special district of the State of Florida. Host of the Indian River Lagoon National Estuary Program.

The IRL Council is an Equal Employment Opportunity, Veteran's Preference, Drug-Free and Tobacco-Free Workplace.

JOB POSTING: November 7, 2018.

DEADLINE: Deadline for Applications - Open until filled.
Start date as soon as possible.

APPLICATION: Applications must include a cover letter and detailed Resume (or Curriculum Vitae). Emailed to info@irlcouncil.org.

SALARY: \$70,000 base. Negotiable.

BENEFITS: Health/Dental/Vision; Life Insurance; Annual Leave; Paid Time Off; Florida Retirement System

GENERAL INFORMATION: The IRL Council, an independent special district of the State of Florida, seeks a highly skilled, experienced, motivated, and professional individual for the position of Chief Operating Officer. The Candidate must be detail oriented, well-organized, able to handle a fast-paced work environment, skilled at multi-tasking, outcome oriented, work well in a dynamic team environment and have exceptional interpersonal skills.

JOB SUMMARY: This is a team leadership position with expectations of high-performance delivery of all aspects of the job. The COO provides comprehensive operational, administrative and project management support to the IRL Council and the Indian River Lagoon National Estuary Program (IRLNEP). This position reports directly to the Executive Director and will serve as a Deputy Director in the absence of the Executive Director.

The Candidate must have prior experience working with contract and project management, annual budget development and management, and public-sector human resources management. Experience with National Estuary Programs (NEP) and U.S. Environmental Protection Agency policies for the administration of an NEP are highly desired.

Chief Operation Officer (COO) - Primary Job Responsibilities:

- The COO is responsible for all IRL Council and IRLNEP operations including fiscal accountability and compliance to policies, procedures and Florida laws.
- Budget development, oversight and compliance. EPA annual Work Plan development. IRLNEP annual business plan development.
- Human Resources. HR manager in coordination with Special District Services, the IRLNEP financial services contractor.
- Project scope of work, contracting, management and performance oversight in coordination with executive director and legal counsel. Responsible for request for proposals development, management and oversight.
- Project administration, management, field support, education/outreach support and compliance with all program policies and procedures.
- Board Support. COO provides coordinated Board support on matters outside the ED realm, works with Legal in keeping Board in the Sunshine.
- Committee Support (supports Management Board and Finance Sub-Committee, STEM AC and CAC with coordination of other staff assignments)
- Other duties as required.

MINIMUM QUALIFICATIONS:

- Graduate degree in business, human resources, public administration, financial management or a related field, and at least 10+ years of work experience.
- Undergraduate degree in business, human resources, public administration, financial management or a related field may be considered for candidates with exceptional qualifications and 15+ years of work experience.
- Knowledge and experience in program administration, including project development, management, finance, budgeting, and personnel management.
- Knowledge and experience with Florida Sunshine Law.
- Knowledge of the Indian River Lagoon and its communities.
- Excellent oral and written communication skills.
- Knowledge and experience with the following software programs: MS Office (Word, Excel, Power Point), One Note, Share Point.

PREFERRED QUALIFICATIONS:

- Previous employment with a National Estuary Program and knowledge of policies and procedures for EPA grant award compliance (including NEPORT).
- Knowledge of the Indian River Lagoon and its human communities.

- Previous experience working with a public agency or state/local elected office.
- Knowledge and experience with small boat (-25') operations.

TRAVEL & WEEKENDS: Occasional day travel throughout Indian River Lagoon Region as needed. Occasional overnight and/or weekend travel for events, conferences, training, and meetings. Annual travel for EPA technical transfer and annual meetings.

TELEWORK: Telework may be allowed in limited circumstances, provided such arrangements focus on the business needs of the IRL Council first, and are approved by the Executive Director.

HR PRE-SCREEN OF APPLICANTS FOR ELIGIBILITY: Yes. The IRL Council participates in E-Verify, an internet system that allows businesses to determine the eligibility of their employees to work in the United States.