

MEMORANDUM

AGENDA ITEM #V.A

DATE: JANUARY 7, 2013
TO: COUNCIL MEMBERS
FROM: STAFF
SUBJECT: COUNCIL STRATEGIC PLANNING

Calendar year 2013 promises to be pivotal for the South Florida Regional Planning Council in terms of formulating a strategic vision and action plan that impact the most important regional issues facing Southeast Florida for the next five and fifty years. Our base documents for establishing future directions are the Council's Strategic Regional Policy Plan (<http://www.sfrpc.com/srpp.htm>) and our Comprehensive Economic Development Strategy (<http://www.sfrpc.com/econdev.htm>). Our participation in the Southeast Florida's Regional Partnership's Regional Prosperity planning process (www.seven50.org) provides us a unique opportunity to frame short and mid range issues within a longer term investment plan for the Southeast Florida region (Monroe to Indian River Counties).

On an annual basis, the Council continues to review, pursuant to state law, local government comprehensive plan amendments, updates to Developments of Regional Impact, applications for Intergovernmental Coordination and Review, Power Plant Siting and Campus Master Plans. For over 20 years, annual state appropriations significantly funded these activities but for the last two fiscal years State funds have not been available. These State activities along with other core administrative and technical assistance activities are funded through the counties' membership dues. The Council's other recurring programs such as the Revolving Loan Fund, the Southeast Florida Clean Cities Coalition, the Southeast Florida Brownfields Partnership, the Local Emergency Response Committee and the Institute for Community Collaboration have their unique funding sources that will evolve in order to complement the Council's future directions. Each year Council staff pursues and secures additional individual projects that represent a significant portion of our non-recurring annual budget. Examples of ongoing projects are the EV Ready project (federal), numerous emergency management training activities (state) and Monroe County Marina Siting (local). The year 2013 will be the last full calendar year that the Council benefits from significant federal funds coming from the US Department of Housing and Urban Development's Sustainable Communities grant. Typical grants include direct and administrative costs for Council staff and pass through funds to other entities partnering on a project. The Council has also joined with the other ten regional planning councils in several projects such as the Statewide Regional Evacuation Study and the Energy Resiliency and Assurance studies.

Over the past year, we have provided you with updates on important regional initiatives in the following areas that comprise the broad outline of the Council's Mission.

1. Promote Our Economic Prosperity
Example: Participation with the Florida Department of Economic Opportunity's Six Pillar process
2. Protect Our Environment
Example: Participation with the South Florida Water Management District's Regional Water Supply Plans
3. Prioritize our Infrastructure Needs
Example: Future Rail Passenger Service on the FEC Corridor
4. Prepare for Emergencies
Example: Participation in regional emergency preparedness exercises
5. Enhance Cross-Jurisdictional Cooperation
Example: Southeast Florida Regional Partnership (Seven 50)

In 2013, the above Mission areas will be impacted by other regional entities who are increasingly questioning whether Southeast Florida is properly organized and served by the host of regional planning and operational organizations. Foremost in that discussion is how the region is organized for transportation, economic development, and education so that the outcomes make the region's public and private entities competitive in an expanding global economy.

The internal building blocks that allow the Council to address the key mission areas above are professional and administrative staff, supporting space and technology, and sufficient recurring budget funds to maintain and enhance those resources over time. At the request of the Executive Committee staff provides the following:

1. Organizational Chart
2. Position Descriptions
3. Budget Scenarios

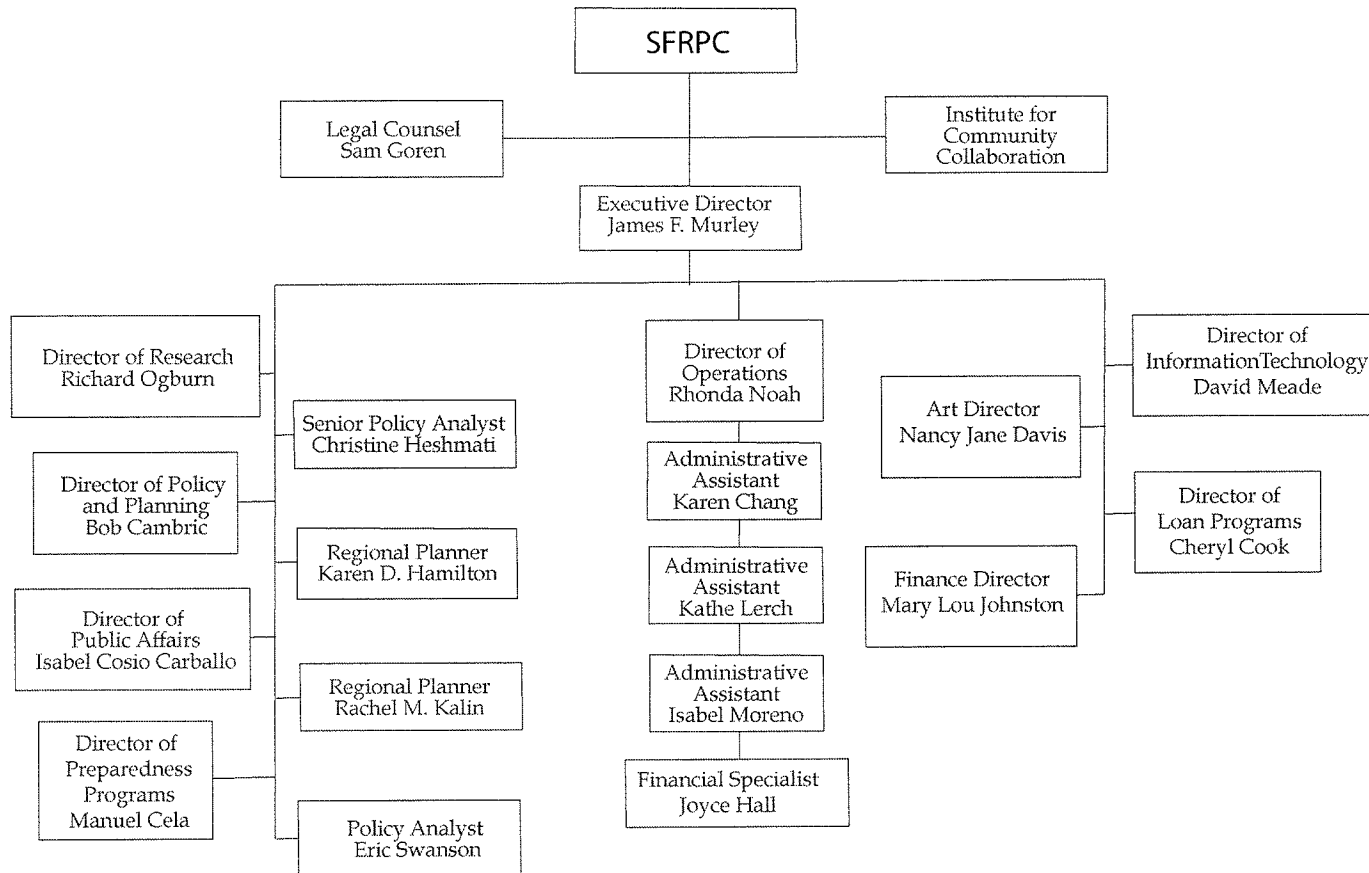
At our January Council meeting, staff will present the information on our internal building blocks and facilitate a discussion with Council on the key Mission issues that you wish to focus on in 2013. We will return at future meetings with additional information on key internal and external issues. We will also provide draft action plan for your review and eventual adoption.

Recommendation

Information and discussion only.



South Florida Regional Planning Council
Organizational Chart



SOUTH FLORIDA REGIONAL PLANNING COUNCIL

POSITION DESCRIPTION

Employee: Bob Cambric

Position: Director of Policy and Planning

Responsibilities

Responsible for all outputs related to management and execution of the following programs (including staff policy direction where appropriate) including contracting, budget, quality control, timeliness, deliverables, client liaison, and client assessment (during and after project) of SFRRC performance:

Duties

- Conducts Visioning related initiatives.
- Seeks Public Input for policy initiatives.
- Oversee the Dispute Resolution initiative.
- Responsible for the oversight and direction of assigned staff's provision of Planning Programs, including but not limited to Comprehensive Planning, Developments of Regional Impact, Economic Development, Affordable Housing, Transportation, Healthy Food Access, Brownfields, and Regional Policy Plan.
- Staff supervision of matrix organization.
- Responsible for providing a weekly update on all assigned projects to Executive Director.
- Responsible for identifying funding or business opportunities in the area of Planning and Policy, and to coordinate with staff and management to ensure follow up.
- Other Duties as Assigned.

Knowledge, Skills & Abilities

- Knowledge of plans and programs and Federal, State and Local government procedures regarding administration of grants.
- Ability to act as a consultant to Executive Director on all matters relating to budget and programmatic analysis.
- Ability to resolve differences among competing points of view and develop commitment to mutually acceptable procedures and outcomes.
- Ability to establish and maintain effective relationships with State and local member governmental officials.

Education/Experience

- Master's Degree from an accredited college or university with a major in Urban or Community Planning, Public Administration, or related areas and ten (10) years of experience as a Community Planner or similar position; two (2) years of which were as a community planning project leader or related position.

SOUTH FLORIDA REGIONAL PLANNING COUNCIL

POSITION DESCRIPTION

Employee: Richard F. Ogburn

Position: Director of Research

Responsibilities

Work with regional partners to develop a regional “data commons” that supports the collection and analysis of demographic and socio-economic data for the South Florida and Southeast Florida regions, as well as the implement tools to visualize and make the data accessible to a broad spectrum of users in the regions. Work with Council staff to ensure the ability to meet the data needs of each program and project.

Duties

- Coordinate the development of a regional “data commons” and data warehouse
- Prepare demographic and economic analysis for the region and for its many jurisdictions
- Provide Technical Assistance to member local governments in the Region, as well as State and Federal agencies.
- Serve as liaison to the Florida State Data Center, the US Bureau of the Census and the Open Indicators Consortium (OIC)
- Serve as lead for the South Florida Economic Forecasting Partnership
- Answer calls from the press, local jurisdictions and the general public related to data
- Participate as needed on project teams

Knowledge, Skills & Abilities

- Strong quantitative and analytical skills, with increasing emphasis on the ability to develop visualizations of complex data
- Command of database software (Microsoft Excel and Access, SPSS, SAS, SQL)
- Knowledge of planning principles and practices, and Florida Growth Management legislation.
- Ability to write concisely
- Skill in making presentations to groups.

Education/Experience

- Master’s in Economics, Demographics, Urban Planning or a related field.
- Strong knowledge of strategic planning issues helpful.

SOUTH FLORIDA REGIONAL PLANNING COUNCIL

POSITION DESCRIPTION

Employee: Isabel Cosio Carballo

Position: Director of Public Affairs

Responsibilities

The Director of Public Affairs is responsible for assisting in the agency work program, with specific responsibilities in state and federal legislative issues and relations, local government board related relations and issues, media relations, and facilitating involvement and collaboration of key public, private and nonprofit partners at local, regional, state and federal levels.

Duties

- Technical Assistance to local member governments in the Region, federal and state government agencies.
- Responsible for all meetings related to subject area, tracking of progress of the subject area applicable project.
- Outreach and coordination with key agency partners such as the state and federal legislative delegation, local elected officials, and leaders from nonprofit, private and other public sector partners at local, state, regional and federal levels.
- Advocacy and communications in all areas on behalf of the Council

Knowledge, Skills & Abilities

- Knowledge of planning principles and practices.
- Excellent written and verbal skills
- Strong public speaking and communication skills
- Maintaining close and productive relationship with key agency partners
- Excellent organizational and interpersonal skills
- Ability to work well with others to create successful partnerships and outcomes
- Ability to understand, connect and build upon information in different subject areas
- Strong research, analytical and strategic thinking skills
- Strong and effective advocacy skills to advance council objectives

Education/Experience

- Extensive experience in legislative and public affairs
- Extensive knowledge of, and relationships with, key public, private and nonprofit organizations at the local, state, regional and federal levels.
- Bachelor's Degree or other advanced degree
- Proven record of accomplishment in advocacy and team building
- Strong knowledge in strategic planning issues helpful

SOUTH FLORIDA REGIONAL PLANNING COUNCIL

POSITION DESCRIPTION

Employee: Manuel Cela

Position: Director of Preparedness Programs

Responsibilities

This position is solely responsible for all outputs related to the management and execution of the following program areas including contracting, budget, quality control, timeliness, deliverables and invoicing. Provide technical support to other Council programs and assist staff as needed to complete their deliverables.

Duties

South Florida Local Emergency Planning Committee (SoFlaLEPC)

- Manage the FDEM LEPC Staff Contract, liaison with the SERC and attend its quarterly meetings
- Coordinate the SoFlaLEPC Committee hosting quarterly meetings for its 50 members
- Maintain the SoFlaLEPC website pages
- Direct biennial training exercises using DHS HSEEP guidelines
- Manage the FDEM HMEP Contract, including Coordination of the Annual Planning Project
- Coordinate 10-15 training classes each year, each requiring instructor contract, venue and locating 20-40 students
- Manage the FDEM Hazards Analysis Contract for Monroe County

Regional Domestic Security Task Force - Region 7

- Liaison with RDSTF Committees and Chairs, attend quarterly and other meetings as needed
- Direct training exercises as needed using DHS HSEEP guidelines
- Coordinate training classes as needed, each class requiring instructor contract, venue and locating 20-40 students
- Manage the Palm Beach Sheriff's Office Fusion Center Contract and its six Independent Contractors
- Coordinate the State's Training and Exercise Plan (TEP) process in Region 7

Geographic Information System

- Manage the Council's GIS System
- Complete complex projects, provide technical support for other mapping projects

IT Services

- Backup Network Manager and Webmaster, assist staff when primary are unavailable

Knowledge, Skills & Abilities

- Ability to travel out of town for several days at a time to attend meetings and conferences
- Ability to work after hours as needed to complete contract deliverables on time
- Ability to speak, read and write Spanish fluently
- MS Office Suite expertise, including Access Database
- ESRI ArcGIS expertise, ArcInfo Level
- Webpage development skills

Education/Experience

- Bachelor's Degree in Science or related field
- Five plus years of experience in Emergency Management, HazMat Planning, GIS, Web & Network Management
- Five plus years of experience directing exercises under DHS HSEEP Guidelines
- Familiar with the Council's budget process

SOUTH FLORIDA REGIONAL PLANNING COUNCIL

POSITION DESCRIPTION

Employee: Christine Heshmati

Position: Senior Policy Analyst

Responsibilities

As Coordinator for the Southeast Florida Clean Cities Coalition, responsible for all outputs related to the management and execution of the following program areas including contracting, budget, grant management, quality control, timeliness, deliverables, research, public/private stakeholder liaison, research, and local governments and commercial businesses education and networking; Reduced petroleum usage and alternative fuels outreach; Special state and/or federal grant awards such as Electric Vehicle Community Readiness and Implementation Initiatives to Advance Alternative Fuel Markets; Metropolitan Planning Organization coordination; Regional transportation planning and sustainability coordination

Duties

- Technical assistance to local member governments in the Region, State/ government agencies.
- Responsible for all meetings and events related to subject area, tracking of progress of the subject area applicable project.
- Speaking engagements at larger conferences like the Florida Energy Summit and smaller workshops and luncheons.
- Management of the Clean Cities Annual Report which is a comprehensive alternative fuel survey of stakeholder fleet data.
- Assuming lead role in three-year Clean Cities re-designation process.
- Participation in national Clean Cities conferences, summits, and exchanges.
- Development of a Clean Cities Annual Operating Plan and quarterly alternative fuel price updates.
- Communications with DOE Regional Project Manager, Task Lead and Clean Cities Coordinator Council members, providing activity updates.
- Dedicated fleet outreach, educating fleet administrators and facilitating alternative fuel conversions.
- Liaison with other Florida Clean Cities Coalitions and other state agencies, as needed, including FDOT, MPO Advisory Council, and Florida Department of Agriculture.

Knowledge, Skills & Abilities

- Knowledge of planning principles and practices.
- Presentation skills to large and small groups.
- Grant management.
- Public involvement and education, including liaison skills with public and private sectors.

Education/Experience

- Bachelor's in Urban Planning, Public Administration or a related field or five years experience in high level transportation planning and alternative fuel management.
- Knowledge in strategic planning issues.
- Experience networking with elected officials and managing boards and committees.

SOUTH FLORIDA REGIONAL PLANNING COUNCIL

POSITION DESCRIPTION

Employee: Karen D. Hamilton

Position: Regional Planner/Policy Analyst

Responsibilities

Develop and foster intergovernmental coordination among private and public stakeholders, partners, and agencies to address shared regional issues related to land use, infrastructure and transportation, environmental, economic, and health planning. Provide technical assistance to the local jurisdictions within Broward, Miami-Dade, and Monroe counties on the previously listed issues.

Duties

- Manage contracts and projects to meet expected deliverable timelines and reporting requirements.
- Conduct research, policy review and write well-thought out analysis and recommendations for assigned projects.
- Review and comment on various legislative policies, amendments to local Comprehensive Plans, environmental permits and grant support requests.
- Assist the Council in writing grant applications and project proposals on trending regional issues.
- Address questions related to assigned projects at agency Council Meetings and regional technical committees, conferences and/or task forces.
- Manage the Council's Brownfields Program, which includes intergovernmental coordination with federal, state, and local environmental agencies; provide technical assistance to municipalities in the region; market the Council's revolving loan program, and facilitate quarterly meetings.
- Review FPL's site certification applications for the Turkey Point Nuclear Plant energy uprate and expansion, determine application sufficiency, identify regional issues and prepare agency reports.
- Assist in the development of economic models and policies related to energy resiliency and energy assurance.
- Develop, implement and manage the Council's Health and Built Environment and Food Systems Planning initiatives.
- Provide technical assistance to local area governments in the following areas: Communities for a Lifetime, climate change, comprehensive planning; sustainable development; environmental issues, transportation, and land use planning policy issues.

Knowledge, Skills & Abilities

- Knowledge of urban and regional planning principles and practices with the ability to provide technical assistance and identify new partners and stakeholders.
- Strong research, analysis, assessment, and oral communication skills.
- Ability to prepare various types of written products including staff memos, grant proposals, agency reports and documents suitable for publication.

Education/Experience

- Master's degree in Urban and Regional Planning.
- Experience with project planning and management, including the ability to handle unforeseen issues.

SOUTH FLORIDA REGIONAL PLANNING COUNCIL

POSITION DESCRIPTION

Employee: Rachel M. Kalin

Position: Regional Planner/Policy Analyst

Responsibilities

Develop and foster intergovernmental coordination among private and public stakeholders, partners, and agencies to address shared regional issues related to land use, infrastructure and transportation, environmental, economic, health planning, and climate change. Provide technical assistance to the local jurisdictions within Broward, Miami-Dade, and Monroe counties on the previously listed issues.

Duties

- Project and contract management that meet expected deliverable timelines and reporting requirements.
- Conduct research, policy review and write well-thought out analysis and recommendations for assigned projects.
- Review and comment on various legislative policies, amendments to local Comprehensive Plans, environmental permits and grant support requests.
- Assist the Council in writing grant applications and project proposals on emerging regional issues.
- Address questions related to assigned projects at agency Council Meetings and regional technical committees, conferences and/or task forces.

Knowledge, Skills & Abilities

- Knowledge of urban and regional planning principles and practices with the ability to provide technical assistance including, but not limited to, the development and/or revisions to Comprehensive Plan policies; assisting with on-going Council management of local planners' technical committees, the State Road 7/441 Collaborative, Brownfields Partnership; and monitoring and engagement at regional environmental and transportation committees or task forces.
- Creativity to explore and work on efforts that address emerging planning issues, such as climate change, access to healthy foods, and under-served communities.
- Comfort with public speaking related to specific areas of expertise and networking with local and private planning agencies.

Education/Experience

- Master's degree in Urban and Regional Planning.
- Prior project planning and management, including the ability to handle unforeseen issues.
- Experience with Geographic Information Systems (GIS), Regional Economic Modeling (REMI), Statistical Analysis (SPSS), and an understanding of demographics and forecasting would be beneficial.

SOUTH FLORIDA REGIONAL PLANNING COUNCIL POSITION DESCRIPTION

Employee: Eric K. Swanson

Position: Policy Analyst/Regional Planner

Responsibilities

Mid-level professional work with responsibility for all outputs related to the management and execution of regional planning services (support/team project direction where appropriate) including contracting, budget and program oversight, quality control, timeliness, deliverables, and client liaison.

Duties

- Technical assistance to counties and municipalities in the areas of comprehensive planning, emergency preparedness, economic and sustainable development, environmental, transportation, and land use planning policy issues in Southeast Florida.
- Various roles in program management, administration, and community outreach to assigned regional planning initiatives and agency services, with support to project meetings, notices, agendas, meeting packets, minutes/summaries, filings, website updates, and overall coordination and communication with local and regional partners.
- Review and comment to regional level plans, grants and other applications that are received requesting clearinghouse review, federal and/or state funding per the Intergovernmental Coordination and Review Program.
- Review of Comprehensive Plan Map and Text Amendments for consistency with the Strategic Regional Policy Plan for South Florida.
- Responsible for all assigned meetings related to project subject areas, includes tracking progress of the applicable projects and communicating via email to appropriate staff.
- Responsible for the preparation of Council agenda items, publications, highlights, program reports (monthly and quarterly), memos, and press releases.

Knowledge, Skills & Abilities

- Knowledge of planning principles and best management practices.
- Skill in collecting, organizing and evaluating complex policy data and developing logistical conclusions, reports, memos, and presentations to local and regional leaders.
- Ability to effectively work well with others, prioritize assignments, multi-task and communicate effectively, both orally and in writing.

Education/Experience

- Bachelor's in Urban Planning, Public Administration or a related field; and, four (4) years of experience in actual planning work, at a responsible level, for a state, regional, county or local government planning agency or private organization.
- Master's Degree in Urban and Regional Planning, Public Administration or closely related field may be substituted for two (2) years of the experience requirement.
- Strong knowledge in strategic planning.

SOUTH FLORIDA REGIONAL PLANNING COUNCIL

POSITION DESCRIPTION

Employee: Rhonda Noah

Position: Director of Operations

Responsibilities

Director of Operations takes direction from the Executive Director in ensuring that the Council's operational policies and imperatives are being accomplished by the staff. The responsibilities of the Director of Operations are to coordinate with staff and program/project managers to ensure that all goals are being met. Specific duties vary depending on various projects in-house.

Duties

- Work directly with the Executive Director regarding scheduling appointments and meetings.
- Make travel arrangements for Executive Director and prepare travel reimbursements and timesheets.
- Manage all daily operations and coordinate with all employees.
- Increase the efficiency of the office.
- Solve problems that arise through the day.
- Determine needs, reduce costs and analyze areas requiring improvement.
- Delegation of duties to the right employees.
- Resolve dispute that arises between employees to ensure daily work is not hampered in any way.
- Meeting organization, meeting attendance and support at off site public meetings.
- Prepare meeting agenda and coordinate Council packet mailing.
- Correspondence/public notices and transmittal of information to the Board.
- Ensure Council and program insurance requirements are met and maintained.
- Responsible for records retention and storage requirements.
- Provide guidance and share expertise with staff as required.
- Supervise activities, determine staffing requirements, interview and train new employees.
- Other duties as assigned.

Knowledge, Skills & Abilities

- Must work well under sensitive deadlines and meet those deadlines.
- Ability to handle multiple tasks is crucial.
- Possess strong verbal and written communication skills.
- Knowledge of appropriate computer applications and ability to supervise others in their use.
- Great arbitration and organizational skills are necessary for satisfactory performance.

Education/Experience

- Business Administration - Minimum five years experience.
- Previous Office Management experience necessary.
- Wide degree of experience is essential in aiding the Executive Director in the specific complexities of managing the Council.

SOUTH FLORIDA REGIONAL PLANNING COUNCIL

POSITION DESCRIPTION

Employee: Karen Chang

Position: Administrative Assistant IV

Responsibilities

This position is responsible for providing high level Administrative support to the Director of Operations and the Finance Director. Specific duties vary depending on the projects in-house.

Duties

- Attend staff meetings and function as back up to the Director of Operations in her absence.
- Proofread and edit memoranda, letters, staff reports, monthly reports and board packet materials.
- Copy materials and prepare materials for various projects and grants.
- Lend administrative support to outside meetings when requested.
- Provide telephone support in lieu of receptionist position.
- Maintain and update Council's database and Regional Directory
- General office administrative duties, which include assisting with job responsibilities while other members of the administrative team are on leave.
- Provide administrative support to the finance department, which include the processing of payroll, payables, and receivables, maintenance of fixed assets and preparation for the annual audit. This position is also responsible for maintaining files for payroll, payables, and receivables and assisting staff with issues related to payroll, expense reimbursements, 401K, etc.
- Other duties as assigned

Knowledge, Skills & Abilities

- Excellent interpersonal, verbal and written communication skills.
- Proficiency in all components of Microsoft Office and appropriate computer applications.
- Ability to work well under time-sensitive deadlines.
- Ability to handle multiple tasks.
- Ability to proof own work and work of others.
- Ability to work effectively with others.

Education/Experience

- Proficiency in all components of Microsoft Office.
- Prior administrative experience is required.

SOUTH FLORIDA REGIONAL PLANNING COUNCIL

POSITION DESCRIPTION

Employee: Isabel Moreno

Position: Administrative Assistant I

Responsibilities

These positions are responsible for providing high level Administrative support to the Director of Operations in accomplishing the objectives and goals of the Council's Executive Director, finance and planning staff. Specific duties vary depending on various projects in-house.

Duties

- Provide administrative support to Council finance and planning staff.
- Proofread and edit memoranda, letters, staff reports, monthly reports and board packet materials.
- Copy materials and prepare materials for various projects and grants.
- Prepare agenda packets for Council meetings.
- Prepare minutes of meetings where assigned.
- Lend administrative support to outside meetings when requested.
- Provide telephone support in lieu of receptionist position.
- Sort, date stamp and deliver staff mail. Apply postage and process outgoing mail.
- Maintain and update Council's database, GMS, DRI and Document Management Systems
- Process checks from borrowers, maintain current insurance policies and tax information.
- General office administrative duties, to include but not limited to typing, filing and record keeping.
- Maintain and log Contracts for processing and distribution.
- Order office and kitchen supplies.
- Other duties as assigned

Knowledge, Skills & Abilities

- Excellent interpersonal, verbal and written communication skills.
- Proficiency in all components of Microsoft Office and appropriate computer applications.
- Ability to work well under time-sensitive deadlines.
- Ability to handle multiple tasks.
- Ability to proof own work and work of others.
- Ability to work effectively with others.

Education/Experience

- Proficiency in all components of Microsoft Office, GMS and Document Management Systems.
- Prior administrative experience is required.

SOUTH FLORIDA REGIONAL PLANNING COUNCIL

POSITION DESCRIPTION

Employee: Kathe Lerch

Position: Administrative Assistant III

Responsibilities

This position is responsible for providing high level Administrative support to the Director of Operations in accomplishing the objectives and goals of the Council's Executive Director, finance and planning staff. Specific duties vary depending on various projects in-house.

Duties

- Provide administrative support to Council finance, including organization of invoices and incoming checks.
- Provide administrative support to planning staff with formatting and organization of projects.
- Make travel arrangements for staff, and assist with their travel expense reports.
- Proofread and edit grants, memoranda, letters, staff and monthly reports, and board packet materials.
- Copy and prepare materials for various projects, meetings and grants.
- Prepare agenda packets for Council meetings and attend as Recording Secretary.
- Prepare minutes of meetings where assigned.
- Lend administrative support to outside meetings when requested.
- Provide telephone support in lieu of receptionist position.
- Sort, date stamp, copy and deliver staff mail; apply postage and process outgoing mail.
- Maintain and update Council's database, Regional Directory and staff projects.
- Order office supplies and manage maintenance of copiers and postage machine.
- General office administrative duties.
- Negotiate benefits and oversee coordination of health insurance forms and administration for staff.
- Other duties as assigned.

Knowledge, Skills & Abilities

- Excellent interpersonal, verbal and written communication skills.
- Proficiency in all components of Microsoft Office and appropriate computer applications.
- Ability to work well under time-sensitive deadlines.
- Ability to handle multiple tasks.
- Ability to proof own work and work of others.
- Ability to work effectively with others.

Education/Experience

- Proficiency in all components of Microsoft Office.
- Prior administrative experience is required.

SOUTH FLORIDA REGIONAL PLANNING COUNCIL

POSITION DESCRIPTION

Employee: Joyce Hall

Position: Finance Specialist

Responsibilities

Assist with the loan application process and verifying loan documents based on EDA guidelines and policies as well as administrative duties including making and receiving phone calls, filing, copying and faxing.

Duties

- Assist with all incoming telephone calls regarding Revolving Loan Programs as well as Council matters.
- Review incoming loan applications for completion.
- Prepare file folder for all applicants.
- Obtain personal and business credit reports.
- Assist in the preparations of agendas and supporting documents for Loan Administrative Board (LAB) meetings.
- Post and transmit loan payments.
- Process closing documents.
- Collection and Credit maintenance.
- All other duties as assigned.

Knowledge, Skills & Abilities

- Utilize the office computer resources including word processing.
- Ability to work well under time-sensitive deadlines.
- Ability to handle multiple tasks.
- Ability to work effectively with others.

Education/Experience

- Possess an understanding of responsibilities of the lending organization.
- Oral and written communication skills.
- Verifying and analyzing loan documents.
- Determining borrower qualification.
- Obtain Credit Bureau Reports.

SOUTH FLORIDA REGIONAL PLANNING COUNCIL

POSITION DESCRIPTION

Employee: Nancy Davis

Position: Art Director

Responsibilities

Responsible for creating and coordinating the use of all visuals distributed by the South Florida Regional Planning Council. This includes having an overall “look” for all materials that are distributed by the Council. Also responsible for the design of logos, individual graphics that will be included in reports, maps, posters, published booklets and documents. This position also includes design and uploading of the Council website.

Duties

- Create logos for Council projects, programs, etc.
- Design and produce flyers, programs, booklets, etc. for Council staff to use at various meetings during the year.
- Collect and maintain stock photos of the South Florida area for use in documents and the website.
- Create and illustrate Powerpoint presentations for Council staff to be used at various meetings during the year.
- Assist staff members with the design and publication of any materials needed for various meetings in each program managed by the Council. (State Road 7. Revolving Loan Fund, EV Ready, Southeast Florida Clean Cities Coalition, Brownfields, LEPC, etc.)
- Create charts, maps and logos to be used on the SFRPC and the Southeast Florida Clean Cities website.
- Upload content provided by council staff to the appropriate sections of the website.
- Manage the flow and the design of the SFRPC website and the Southeast Florida Clean Cities website.

Knowledge, Skills & Abilities

- Knowledge of planning principles and practices.
- Skill in making presentations to groups.

Education/Experience

- Extensive knowledge of software required for graphics (InDesign, Illustrator, Photoshop, FrontPage, Intuit, Microsoft Office).
- Ability to handle multiple tasks quickly and efficiently.
- Ability to work effectively with others.

SOUTH FLORIDA REGIONAL PLANNING COUNCIL

POSITION DESCRIPTION

Employee: (Vacant)

Position: Finance Director

Responsibilities

Responsible for all outputs related to the management and execution of the Council's finance function, including oversight of billing, disbursements, financial reporting and cash flow monitoring.

Duties

- Provides and interprets financial information
- Monitors and interprets cash flows and predicts future trends
- Researches and reports on factors influencing council performance
- Conducts reviews and evaluates cost-reduction opportunities
- Manages Council's financial accounting, monitoring and reporting systems
- Works with auditors to ensure annual monitoring is carried out
- Develops external relationships with appropriate contacts, e.g. auditors, attorneys, bankers and statutory organizations
- Produces accurate financial reports to specific deadlines
- Supervises staff of one
- Keeps abreast of changes in financial regulations and legislation

Knowledge, Skills & Abilities

- Knowledge of accounting reporting and control systems; MPO environment preferred
- Has high numeracy and sound technical skills
- Skilled in managing financial function
- Skilled in problem-solving skills and initiate
- Possesses a strong attention to detail and has an investigative nature
- Has analytical approach to work
- Has ability to work as part of a team and is able to build strong working relationships

Education/Experience

- Bachelor's in Accounting/Finance
- 10 years + experience, including 5 as a first or second chair in finance organization

SOUTH FLORIDA REGIONAL PLANNING COUNCIL

POSITION DESCRIPTION

Employee: David Meade

Position: Director of Information Technology

Responsibilities

Maintains computing environment, including servers, email and telecommunications, by identifying network requirements; installing upgrades; monitoring network performance.

Duties

- Establishes network specifications by conferring with users; analyzing workflow, access, information, and security requirements; designing router administration, including interface configuration and routing protocols.
- Establishes network by evaluating network performance issues including availability, utilization, throughput, and latency; planning and executing the selection, installation, configuration, and testing of equipment; defining network policies and procedures; establishing connections and firewalls.
- Maintains network performance by performing network monitoring and analysis, and performance tuning; troubleshooting network problems; escalating problems to vendor.
- Secures network by developing network access, monitoring, control, and evaluation; maintaining documentation.
- Upgrades network by conferring with vendors; developing, testing, evaluating, and installing enhancements.
- Meets financial requirements by submitting information for budgets; monitoring expenses.
- Install and maintain backup systems for email and all other agency data
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

Knowledge, Skills & Abilities

Network Performance Tuning, LAN Knowledge, Network Design and Implementation, Problem Solving, Strategic Planning, Multi-tasking, Quality Focus, Coordination, Technical Understanding, Quick Study, Technical Zeal

Education/Experience

- Bachelor's Degree in Computer Science or proven experience in administering a network.
- Good organizational and logical thinking skills.

SOUTH FLORIDA REGIONAL PLANNING COUNCIL

POSITION DESCRIPTION

Employee: Cheryl D. Cook

Position: Director of Loan Programs

Responsibilities

The Director of Loan Programs is responsible for overseeing all components in the successful operation of all the Council's loan programs. Responsible for all outputs related to the management and execution of the loan program.

Duties

- Responsible for all meetings related to subject area, tracking of progress of the subject area applicable project.
- Creating/maintaining a program manual for use by the program team.
- Preparing letters, reports, etc. (includes design, editing, proofreading and production)
- Serving as the agency spokesperson on matters relating to the loan program.
- Maintain and review the program budget expense spreadsheet monthly.
- Conduct the project as described in the scope of work for the EDA contract agreement
- Manage scheduling and preparation for Loan Administration Board meetings.
- Manage preparation of monthly progress reports to Council and progress reports to U.S. Economic Development Administration (EDA) on semiannual basics.
- Work with potential loan applicants to develop comprehensive loan packages.
- Conduct site visits of existing and potential borrowers
- Develop relationships with bankers and other economic development practitioners
- Work with finance specialist/loan processor and administrative staff on monitoring collateral and insurance records
- Market and promote the Revolving Loan Funds program throughout the three county regions
- Work closely with finance specialist/loan processor on collection of past due accounts
- Work closely with Legal Counsel on default loans
- Work with finance department on reports for loans during yearly audit

Knowledge, Skills & Abilities

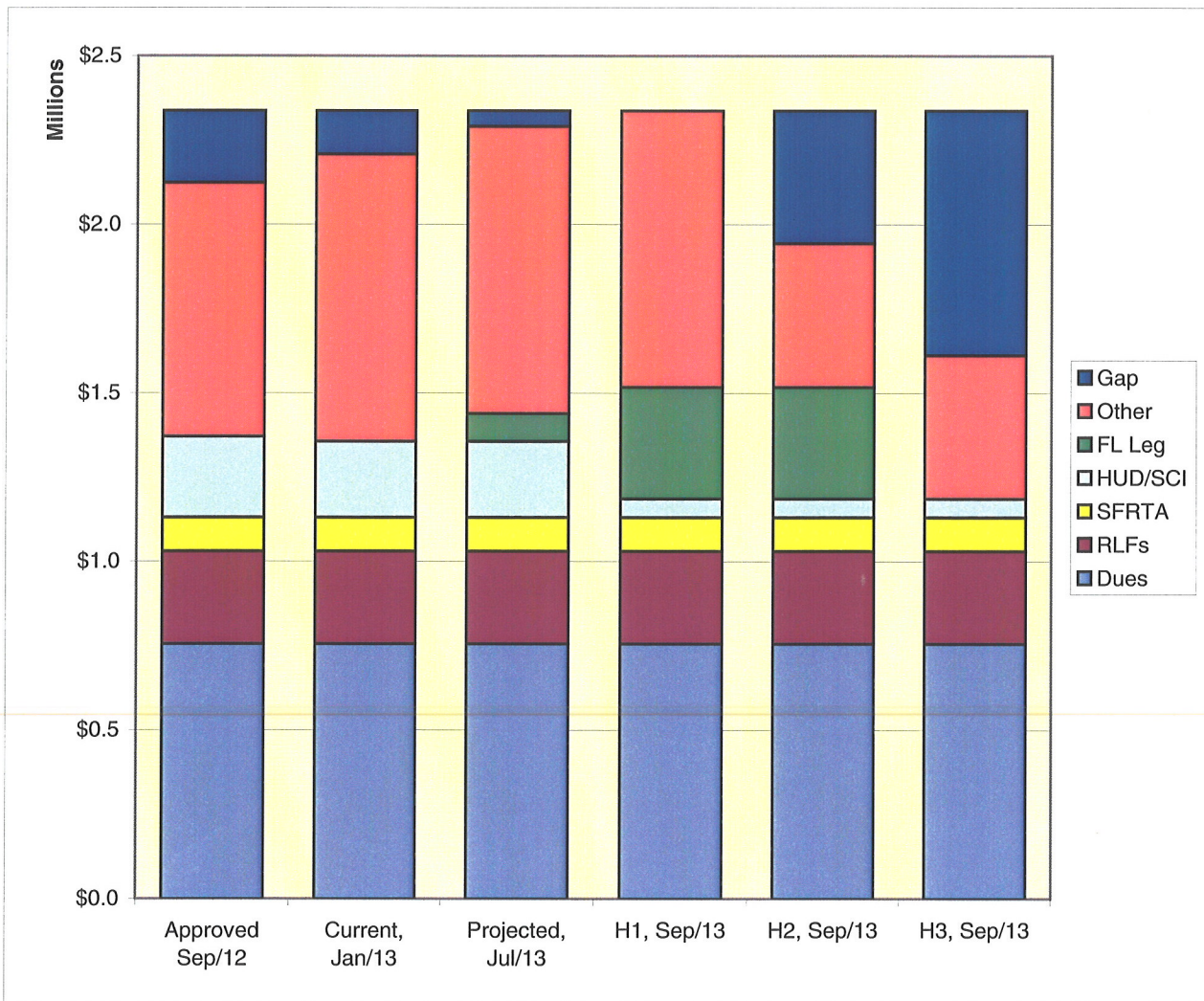
- Knowledge of banking and finance procedures
- Ability to analysis personal and corporate financial data
- Good interpersonal, verbal and written communication skills
- Skill in making presentations to groups.
- Knowledge of Collection and Credit procedures

Education/Experience

- Bachelor degree in business, finance or accounting.
- At least 5 years' experience working in banking, finance or economics

**South Florida Regional Planning Council
Budget Scenarios, FY 2012-13 and FY 2013-14**

Categories	Fiscal Year 2012-13			Fiscal Year 2013-14		
	Approved Sep/12	Current, Jan/13	Projected, Jul/13	H1, Sep/13	H2, Sep/13	H3, Sep/13
Dues	\$755,578	\$755,578	\$755,578	\$755,578	\$755,578	\$755,578
RLFs	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000
SFRTA	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
HUD/SCI	\$240,000	\$225,000	\$225,000	\$54,896	\$54,896	\$54,896
FL Leg	\$0	\$0	\$82,840	\$331,360	\$331,360	\$0
Other	\$752,652	\$852,509	\$852,509	\$820,164	\$426,255	\$426,255
Gap	\$213,770	\$128,912	\$46,072	\$0	\$393,910	\$725,270
Core Budget	\$2,337,000	\$2,337,000	\$2,337,000	\$2,337,000	\$2,337,000	\$2,337,000



Projected, Jul/13 shows the impact of 25% of the annual allocation from the Florida Legislature.
H1 = Full funding by Florida Legislature, continued funding from "Other" sources
H2 = Full funding by Florida Legislature, continued funding at half current level from "Other" sources
H3 = No funding by Florida Legislature, continued funding at half current level from "Other" sources