

## **Job Classification:**

**Non-Profit Executive Director**

## **Scope of Work:**

The Community Maritime Park Associates (CMPA) is a Florida Not-For-Profit Corporation formed to carry out the development, operation and maintenance of the Community Maritime Park Project, including all public and private development on a ±30 acre property located on Pensacola Bay. The work required to be done by the CMPA includes, but is not limited to: overall leadership and management of the *organization*, including overseeing the budget, grant writing and management, program planning, relationship development, community engagement, Board facilitation and management, contract/lease development and management, governmental relations and reporting. Work involves the application of professional and administrative knowledge. This is highly responsible professional administrative work directing the activities of the Community Maritime Park Associates and reporting to the Community Maritime Park Associates Board of Trustees.

## **Minimum Preparation for Work:**

- Graduation from an accredited college or university with a Bachelors Degree in public administration, business administration or related field, and;
- Five (5) years of experience in non-profit management and administration.
- A Master's degree is preferred.

## **Essential Job Functions:**

- Provides strong, innovative collaborative leadership.
- Maintains accountability for the overall operational and fiscal integrity of the organization within the policies set by the Board of Directors.
- Plans, directs and coordinated the activities of the Community Maritime Park Associates.
- Prepares budget estimates and controls expenditures of the Maritime Park.
- Formulates policies and regulations.
- Coordinates the design of projects; reviews work in progress and upon completion.
- Initiates and promotes activities.
- Interacts with media and community in a pro-active manner.
- Supervises professional and non-technical staff.
- Acts as a liaison with Federal, State, local and other agencies.

- Establishes and maintains a wide span of communications encompassing various facets of the community.

**Knowledge, Skills and Abilities:**

- Thorough knowledge of pertinent principles, practices, methods, materials, tools and equipment applied in the specified field.
- Thorough knowledge of pertinent Federal, State and local laws and ordinance governing the activities of the operation.
- Ability to plan, organize and implement projects.
- Ability to exercise good judgment in evaluating situations and making decisions.
- Ability to direct financial and capital resources.
- Ability to communicate effectively, both orally and in writing.
- Ability to do technical research and to write clear and concise reports.
- Ability to establish and maintain effective working relationships with associates and the general public.

*This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.*

**Job Classification:****Construction Project Coordinator****Scope of Work:**

The Community Maritime Park Associates (CMPA) is a Florida Not-For-Profit Corporation formed to carry out the development, operation and maintenance of the Community Maritime Park Project, including all public and private development on a ±30 acre property located on Pensacola Bay. Work required to develop the project includes planning, directing and coordinating construction related activities to ensure projects are accomplished within prescribed time frame and funding parameters. Work is reviewed by periodic conferences and/or the evaluation of plans, reports and accomplishments. This is highly responsible professional administrative work coordinating the construction project for the Community Maritime Park and reporting to the Community Maritime Park Associates Board of Trustees.

**Minimum Preparation for Work:**

- Graduation from an accredited college or university with a Bachelor's Degree in Architecture, Building Construction Management, Civil/Structural Engineering or related field; and,
- Five (5) years of pertinent experience in commercial/industrial building design, construction and complete project management of a construction project valued at over \$5,000,000; or
- One (1) year of pertinent experience and a demonstrated knowledge of larger projects.

**Essential Job Functions:**

- Oversees preparation of complete public bid packages for construction of building infrastructure.
- Makes routine inspections of building facilities to assess construction and determine needs.
- Coordinates with consulting engineers/architects for the production of necessary building plans and specifications.
- Reviews and checks building plans and specifications for completeness and structural building code compliance.
- Acts as a liaison with Federal, State, local and other governmental agencies.
- Prepares and maintains technical and administrative operating records and reports.

**Knowledge, Skills and Abilities:**

- Thorough knowledge of the principles and practices of structural engineering and building construction as related to the preparation of plans and specifications.
- Thorough knowledge of OSHA safety standards and procedures as related to job site

construction.

- Through knowledge of pertinent Federal, State and local laws and ordinances.
- Considerable knowledge of Federal, State and local building codes regarding structural design of commercial/industrial buildings.
- Considerable knowledge of approval standards of safety as related to structural designs and specifications.
- Considerable knowledge of environmental permitting and remediation projects.
- Knowledge of modern management techniques and methods.
- Knowledge of the roles of professionalism in the construction process.
- Ability to understand construction schedules.
- Ability to interact with governmental officials.
- Ability to exercise good judgment in evaluating situations and making decisions.
- Ability to speak and write effectively.
- Ability to prepare clear, concise and comprehensive reports.
- Ability to establish and maintain effective working relationships with associates and the general public.

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