

## Village Commission

Rachel Streiffeld, Esq.  
Mayor

Goran Cuk  
Vice Mayor

Dr. Richard Chervony  
Commissioner

Andy Daro  
Commissioner

Doris Acosta  
Commissioner



**Office of the Mayor**  
**Rachel Streiffeld, Esq.**

## Village Officials

Frank K. Rollason  
Village Manager

Alba L. Chang  
Village Clerk

Haydee S. Sera  
Village Attorney

April 28, 2025

Dear Prospective Chief Resilience Officer,

Thank you for your interest in serving with us in the Heart of the Bay! We are a small, island community located in the Biscayne Bay Aquatic Preserve in Miami-Dade County. We face unique challenges, particularly with sea-level rise and stormwater management. Our vulnerability to these environmental factors drives our commitment to adapting our infrastructure for resilience and sustainability. As Mayor, my top priority is effectuating the transformational investments required to future-proof our community. I am thrilled to have the unanimous support of my colleagues and our administration for bringing on a Chief Resilience Officer.

We are actively engaged in adaptation efforts to safeguard our islands. Our Stormwater Master Plan is a comprehensive roadmap and testament to our dedication. We have strong public support for upgrading our drainage and roadway infrastructure: over 65% of voters approved a \$60 million bond referendum in 2022. The projects called for in the Stormwater Master Plan are currently in the design phase. As we work to protect our islands, we are also prioritizing water quality improvements and desire the implementation of green infrastructure solutions and sustainable practices.

As the Chief Resilience Officer, you will play a pivotal role in leading these efforts. You will oversee the planning, design, and construction of critical infrastructure projects related to stormwater, utility systems, and roadways. Your expertise will ensure that these projects are completed consistent with our community's vision for a dry future and a healthy Biscayne Bay. The Chief Resilience Officer will be our advocate, ensuring that consultants and partners understand our priorities, and communicate our needs across all projects with one clear voice.

Collaboration with private property owners, permitting agencies, community organizations, funding agencies, and residents will be essential in this position. North Bay Village prides itself in being a living laboratory for innovative climate solutions, and we want to remain open and proactive to develop new partnerships that drive our mission forward. I look forward to working with our Chief Resilience Officer to bring these plans to life. Together, we will ensure that North Bay Village remains a thriving, dynamic island town for generations to come.

Sincerely,

Rachel A. Streiffeld, Esq.  
Mayor of North Bay Village



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<b>JOB TITLE: Chief Resilience Officer (CRO)</b>	<b>DEPARTMENT: CIP</b>
<b>ROLE &amp; LEVEL: Management</b>	<b>REPORTS TO: CIP Director</b>
<b>GRADE: 7 (40 hours)</b>	<b>FLSA STATUS: Salaried / Exempt</b>
<b>Salary Range: 115k-160k</b>	<b>Entrance Salary – DOQ</b>
<b>Resume &amp; Cover Letter accepted via email / PDF format to: Recruitment@nbvillage.com</b>	<b>Open until filled</b>

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**WORK OBJECTIVE:**

The City of North Bay Village's Chief Resilience Officer leads efforts to enhance the Village's resilience against climate-related challenges and other systemic stresses and, in conjunction with the CIP Director, oversees the planning, design, and construction of infrastructure projects related to stormwater, utility systems, and roadways. This position requires a highly motivated, skilled individual with experience in project and construction management who will ensure projects are completed within budget, on time, and in compliance with safety standards, regulations, and the Village's specifications.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**Resilience and Sustainability:**

- Develop and implement resilience strategies to help the Village adapt to environmental, social, and economic challenges, including but not limited to code updates, programs, and initiatives.
- Conduct assessments to identify areas at risk from climate change and develop strategies to mitigate these risks.
- Collaborates with government agencies, community organizations, and residents to implement resilience initiatives.
- Work with grant writers to identify and secure funding and resources to support resilience projects and ensure their effective utilization.
- Work with the Sustainability and Resilience Task force to drive initiatives that enhance the sustainability of the Village.

**Project Management:**

- Assist the CIP Director in management of overall CIP projects.
- Lead and oversee stormwater management, general utility, and roadway projects from initiation through completion, including design, planning, bidding, and construction.
- Coordinate all aspects of infrastructure projects, ensuring the timely and successful delivery of each phase.



- Monitor and report on project budgets, timelines, and progress, ensuring alignment with Village goals and objectives.
- Facilitate regular communication between contractors, consultants, internal teams, and Village officials regarding project progress, issues, and status.
- Prepare and submit reports, presentations, and other required documentation for regulatory agencies, Village leadership, and the public.
- Supervise contractors and consultants, ensuring adherence to contract terms, specifications, and project schedules.
- Conduct field inspections and audits to monitor the quality and safety of ongoing construction activities.
- Address and resolve any project-related disputes or issues promptly and effectively.
- Ensure that North Bay Village's stormwater and roadway projects are designed and permitted to include green infrastructure elements and water quality improvements.

**Stormwater Management:**

- Implement the NBV Stormwater Master Plan.
- Ensure overall project consistency and sound collaboration across all projects.
- Ensure compliance with local, state, and federal stormwater regulations and best management practices.
- Oversee and manage stormwater construction and maintenance projects, including drainage systems and flood mitigation projects.

**General Utilities:**

- Manage the planning, design, and construction of utility infrastructure projects, including wastewater systems, and associated facilities.
- Develop and implement utility upgrade plans to meet the Village's growing needs while maintaining compliance with regulatory standards.
- Oversee the development and integration of sustainable, cost-effective utility solutions for the Village.

**Roadway Infrastructure:**

- Manage the planning, design, and implementation of roadway reconstruction, resurfacing, and repair projects.
- Assist with managing the coordination of traffic management and road closures during construction activities to minimize disruption to residents and traffic flow.
- Work with engineers and contractors to ensure road projects comply with Village specifications, safety standards, and environmental guidelines.

**General Duties:**

- Ensure proper communication and updates to stakeholders throughout the lifecycle of all projects.
- Monitor project progress and adjust as necessary to keep the projects on track.
- Develop and manage project budgets, ensuring efficient use of resources and compliance with financial constraints.



- Track project expenses and report on financial status, including identifying potential cost overruns or savings opportunities.
- Conduct post-project evaluations to assess outcomes and performance.
- Troubleshoots and resolves issues in an accurate and timely manner.
- Perform other duties as required or as assigned.
- Clearly communicate project updates, status reports, and issues to Village administration, elected officials and the public, including but not limited to public meetings, town halls, and other public settings and stakeholder communications.

**Supervision:**

- Supervision of projects / no supervision of personnel.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in civil engineering, structural engineering, environmental engineering, sustainability, geology or related field; supplemented by three or more years of progressively responsible experience in engineering project management, including at least five years of building / construction experience; or an equivalent combination of education, certification, training, and/or experience. Required to have and maintain a valid Florida state driver's license. May be required to have or obtain additional formal industry certification(s) based on area of assignment.

**PREFERRED QUALIFICATIONS:**

- Master's degree in related field, Project Management Professional Cert. (PMP), Certified Construction Manager Certification (CCM), Florida Licensed Professional Engineer (PE), Certified Climate Change Professional (CCP), Certified Sustainability Professional (CSP), LEED Certification, Resilience Professional Certification (RCP).

**In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions to perform this job successfully.**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Strong project management skills.
- Strong knowledge of construction methods, materials, and building codes.
- Proficiency in project management software.
- Excellent leadership, communication, and interpersonal skills.
- Strong organizational and time management skills with the ability to handle multiple projects simultaneously.
- Knowledge of financial management, including budgeting and cost control.
- Skill in reading and interpreting survey and engineering plans, preparing construction specifications and bid documents, and evaluating bid proposals.



- Skill in presenting information and responding to questions from staff, elected officials, consultants or the public.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to effectively discuss, confer, and negotiate with contractors.
- Ability to handle confidential information with tact and discretion.
- Ability to enforce regulations firmly, tactfully, and impartially.
- Ability to delegate, manage, and supervise effectively.
- Ability to communicate effectively verbally and in writing.
- Ability to deal effectively with the public.
- Ability to establish and maintain effective and cooperative working relationships with those contracted in the course of work.
- Ability to regularly attend work and arrive punctually for designated work schedule.
- Ability to pass the required background check and drug screening.

**PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the periodic performance of moderately physically demanding work, usually involving lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (up to 50 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve some climbing, stooping, kneeling, crouching, or crawling.

**ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside and/or outside with potential for exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

**SENSORY REQUIREMENTS:**

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

**\*\*The Village is an Equal Opportunity Employer\*\***