Memorandum

MIAMI-DADE COUNTY

Date: August 5, 2011

To: Honorable Joe A. Martinez, Chairman
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor

Subject: Mayoral Appointment
Director - Government Information Center

With Judi Zito's recent resignation from the County after 29 years of dedicated service, there is a leadership gap that needs to be filled at the Government Information Center (GIC). Pursuant to the authority vested in me under the provisions of Section 2.02 D of the Miami-Dade County Home Rule Charter, effective immediately I hereby appoint Mr. Henry Sori to the position of Director.

Mr. Sori is a longtime public servant, having joined Miami-Dade County government in 1990. Over the years, he has served in increasingly responsible positions, most recently as Special Assistant to the County Manager with direct oversight of the Departments of Emergency Management, Juvenile Services, Medical Examiner and Animal Services. He was also the County Manager's liaison to Police, Fire Rescue and the Corrections and Rehabilitation Department. His multiple responsibilities also included staffing the Public Safety & Healthcare Administration Committee, managing all incoming correspondence and assignments to senior staff, providing oversight of office management staff and constituent services.

Previously, he was an Assistant Director at Public Works where he was responsible for the operations of the Right-of-Way Aesthetics and Assets Management, Mosquito Control, Causeways, Finance Divisions and the People's Transportation Plan Coordination Office. In this capacity, Mr. Sori also oversaw the legislative process at the department level and managed all customer and constituent services.

Mr. Sori's resume is attached for your review.

c: Robert A. Cuevas, Jr., County Attorney
Office of the Mayor Staff
Department Directors

Henry F. Sorí

Qualifications

Professional public administrator with more than 21 years of experience in management and supervision, project management and contract negotiations.

Experience

March 2011 - Present | Miami-Dade County, County Executive Office | Miami, FL

Special Assistant to the County Manager

- Senior advisor to County Manager on full range of policy and operational issues.
- Direct oversight of Emergency Management, Juvenile Services, Medical Examiner and Animal Services departments.
- County Manager's liaison to Police, Fire-Rescue, Corrections and Rehabilitation and Elections departments.
- Supervision of all incoming correspondence and assignments to senior staff.
- Oversight of office-management staff, including budget, personnel, IT and procurement.

October 2006 – March 2011 | Miami-Dade County, County Executive Office | Miami, FL

Executive Assistant to the County Manager

- Responsible for orderly and effective management of county administrator's office and staff, including interacting with constituents, vendors, county officials and elected representatives at all levels of government.
- Liaison between County staff and the Board of County Commissioners for addressing policy, operational and constituent needs.
- Maintain communications with outside agencies, including civic organizations, private companies, lobbyists and community groups.
- Supervision of all incoming correspondence and assignments to senior staff.
- Planning and coordinating with County Executive Office special events, including ING Marathon & Half-Marathon and United Way Golf Tournament.
- Oversight of office-management staff, including budget, personnel, IT and procurement.

September 2002 – October 2006 | Miami-Dade County, Public Works Department | Miami, FL

Assistant Director

- Responsible for planning, developing and preparing all Public Works legislation and policy.
- Administered Right-of-Way Aesthetics and Assets Management Division, Mosquito Control Division, Causeways Division, People's Transportation Plan Coordination Office and Finance Division, with a combined 160 employees and a budget of $70 million.

March 2003 – May 2004 | Miami-Dade County, Office of the Mayor | Miami, FL

Senior Policy Advisor

- Review, develop and recommend public policy on infrastructure, procurement and neighborhood services.
- Supervise Constituent Services Unit, processing all communications to Mayor Alex Penelas.
- Serve as the Mayor's representative on various committees such as the Miami River Commission and the Development Process Advisory Committee.

September 2000 – September 2002 | Miami-Dade County, Public Works Department | Miami, FL

Executive Assistant to the Director

- Responsible for planning, developing and preparing all Public Works legislation, including contracts, agreements, change orders, administrative orders and grant applications.
- Prepare reports and respond to directives from the Mayor, County Manager and Board of County Commissioners.

Henry Sorí

July 1995 – September 2000 Miami-Dade County, Metropolitan Planning Organization Miami, FL

Administrator

- Coordinate and prepare legislation for Metropolitan Planning Organization Governing Board and its committees.
- Project manager for South Florida Regional Transportation Organization and its Technical Advisory Committee, assisting in development and coordination of projects such as the Intelligent Transportation System.
- Manage special projects assigned by MPO director and assistant director.
- Liaison to Mayor, County Manager and Board of County Commissioners.

March 1997 – November 1997 Miami-Dade County, Metro Dade Immigration Reform Project Miami, FL

Assistant Deputy Coordinator

- Established a hot line operation and administrative office to mitigate the possible impacts on Miami-Dade County relating to pending changes in U.S. immigration laws. Supervised and trained staff from various departments. Developed and monitored contracts with community-based organizations and established partnerships with Immigration & Naturalization Service, Miami-Dade County Public Schools, the Public Health Trust and the Miami-Dade Transit Agency.

January 1992 – July 1995 South Florida Employment and Training Consortium/Private Industry Council Miami, FL

Contracts Officer

- Responsibilities included grant writing, preparation of agenda items, reviewing funding requests, negotiating and managing contracts with service providers, managing relationships with educational institutions and providing individual and group training sessions.

January 1991 – January 1992 South Florida Employment and Training Consortium/Private Industry Council Miami, FL

Job Training Specialist

- Plan, coordinate and manage federally funded program for dislocated workers under the Job Training Partnership Act.

January 1990 – January 1991 Miami-Dade County, County Manager's Office Miami, FL

Management Intern

Education

April 1990 Florida International University Miami, FL

Masters Degree, Public Administration

April 1988 Florida International University Miami, FL

Bachelors of Arts, Political Science

References

Available on request.