

Memorandum



Date: August 9, 2011

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

From: Carlos A. Gimenez
Mayor

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez". The signature is written in a cursive, flowing style.

Subject: Mayoral Appointment
Interim Director, Department of Environmental Resources and Office of
Sustainability

Pursuant to the authority vested in me under the provisions of Section 2.02 D of the Miami-Dade County Home Rule Charter, I hereby appoint Lee N. Hefty to the position of Interim Director, Department of Environmental Resources (DERM) and Office of Sustainability.

Mr. Hefty is well qualified for this role, with a Bachelor of Science Degree in Biological Science from Florida International University and more than twenty-one years of County service with the Department of Environmental Resources. He has served in a variety of responsible roles throughout his career and has managed several environmental monitoring programs, the coastal resources program, and environmental regulation and permitting.

Most recently, Mr. Hefty has served as the Assistant Director of DERM with responsibility for the implementation of the County's environmental protection ordinance and has provided policy level guidance on a variety of Code requirements. Mr. Hefty's resume is attached for your review.

This appointment shall serve to provide business continuity until a permanent director is appointed but shall not exceed January 20, 2012.

Attachment

c: Honorable Harvey Ruvlin, Clerk of the Courts
Robert A. Cuevas, Jr., County Attorney
Office of the Mayor, Senior Staff
Department Directors

RESUME

Lee N. Hefty

Education: **Florida International University** **Miami Dade Community College**
Bachelor of Science in Biological Science Associate in Arts, July 1983
Minor in Chemistry, December 1986

FIU Metropolitan Center Academy for Strategic Management
Excellence and Ethics in Management 2010

Personal: Married, with two school age daughters.

Skills: Effective in communication with an emphasis on solution oriented results. Proficient with use of computers, word processing, spreadsheets, database development, data management, use of GIS applications for map making and data presentation, and use of graphical presentation software. Other skills include experience with field sampling and biological monitoring techniques, use of field water quality sampling equipment, and boat handling. NAUI certified scuba diver.

Professional Experience:

Miami-Dade County, Florida

Department of Environmental Resources Management (DERM)

Assistant Director, Department of Environmental Resources Management (Aug 2008 to present)

Oversight of senior level departmental staff in several divisions involved with implementing Miami-Dade County's environmental protection ordinance. Responsible for providing policy level guidance and decision making on requirements of the County Code to senior staff, budgetary review and approval of expenditures for reporting divisions, participating in personnel actions and preparation of senior management performance evaluations. Also responsible for developing guidance on departmental process improvements and assisting in drafting of recommended revisions to County Code. Responding to requests for assistance from elected officials related to information requests and with providing county services to constituents. Responsibilities also include representing DERM in public meetings and interagency interactions with federal, state, and local government agencies in matters involving the department.

Chief, Environmental Resource Regulation Division (March 2005 to Aug 2008)

Administration of DERM's Environmental Resources Regulation Division including application of Miami-Dade County's Environmental Protection Ordinance (the Code) as it relates to environmental regulatory permitting requirements for work in tidal waters and wetlands, drainage systems and storm water outfalls throughout Miami-Dade County. Responsibilities include supervision and oversight of approximately sixty professional and technical staff including managers, engineers, biologists, inspectors, and code enforcement officers associated with three environmental regulatory permitting sections within DERM. Developing and managing an annual budget for the division including review and approval of expenditures for purchases relating to daily operations, equipment, and personnel training and development. Responsibilities also include

performing various personnel actions including preparation of manager and senior level staff performance evaluations, performing employment interviews, making candidate selections, administering informal and formal guidance counseling, and conducting disciplinary actions. Additional duties include providing guidance and development of policies for application of County Code including proposing and assisting with drafting modifications to the Code as it relates to environmental regulatory permitting, and supervision of staff code enforcement officers in the processing of enforcement actions relating to non-compliance with county Code requirements. Responsibilities also include representing DERM in interactions with federal, state, and local government regulatory agencies on issues of coordination and delegation of authority.

Manager, Coastal Resources Section (August 2001 to March 2005)

Manager of DERM's Coastal Resources Section and associated programs. Supervision of junior and senior level technical staff associated with application of the County's Class I Coastal Construction Permit Program, and the Marine Facilities Operating Permit program. Responsibilities include direct interaction with the general public regarding issues relating to permitting and permit requirements, addressing citizen complaints, and overseeing the Section's enforcement activities relating to noncompliance. Programmatic responsibilities include assisting with the development and implementation of Section and Departmental policies regarding permitting and resource management, development and implementation of business process improvements for the Class I Permit Program, as well as preparation of Departmental recommendations for official actions before the Environmental Quality Control Board, and the Board of County Commissioners. Staff management responsibilities include direct supervision of section staff, scheduling, preparing staff performance evaluations, performing employment interviews, making candidate selections, as well as performing other personnel actions.

Environmental Resources Project Supervisor (October 1997 – August 2001)

Managed several environmental monitoring programs and special projects within the Department of Environmental Resources Management Restoration and Enhancement Section. This included managing the County's Biscayne Bay Surface Water Quality Program, a SFWMD funded Everglades Watershed Water Quality Sampling Program in Miami-Dade County, the FDEP Ambient Water Quality Monitoring Program in Miami-Dade, the Biscayne Bay and Florida Bay Seagrass Monitoring Program, and developing a Stormwater Treatment and Distribution Area Demonstration Project in south Miami-Dade County. Responsibilities included project development and oversight, developing project budgets, negotiating contracts, preparing resolution packages for presentation to the Board of County Commissioners, contract administration, interagency coordination, overseeing preparation of reports, scheduling and supervision of junior and senior level staff biologists and engineers, and preparing staff performance evaluations. Assignments also included representing the Department on local and regional scale environmental issues and interaction with local, State and federal agencies.

Biologist II (Nov. 1992 - Oct. 1997)

Managed the Biscayne Bay Surface Water Quality and Florida Bay Seagrass Monitoring Programs for Miami-Dade County. Responsibilities included project development, budgeting, computer data management, data analysis, report writing, contract administration, and scheduling and supervision of junior level staff biologists.

Biologist I (Jan. 1991 - Nov. 1992)

Duties included conducting field sampling for long term biological monitoring programs, performing biological surveys in various marine habitats, field sampling for the Biscayne Bay surface water quality monitoring program, compilation of field data, and assisting with preparation of reports.

Biologist Assistant (March 1990 - January 1991)

Duties included assisting senior level biologists with field sampling activities for biological monitoring of Miami-Dade County's offshore coral reef system in association with beach restoration projects. Additional duties included compilation of field data, and assisting with water quality field sampling.

**Integrated Genetics Laboratories, Inc.
Miami, Florida**

Laboratory Technician (Dec. 1986 - Jan. 1991)

Responsibilities included performing quantitative analysis of alpha-fetoprotein in human serum and amniotic fluid by enzyme immunoassay. Performing tissue culture, chromosome banding, microscopic chromosome analysis, and human cell karyotyping. Formerly State of Florida HRS certified in cytogenetics.