

# Staff List

**Job Title:** Executive Director  
**Employee:** Margaret Wuerstle  
**Type:** Full Time  
**Salary:** \$118,830 (\$57.13/hr)  
**Benefits:** Full Benefits (Health/Life/Retirement)

## **Job Description:**

The Executive Director is responsible for the day-to-day leadership and administration of the Southwest Florida Regional Planning Council (SWFRPC). The Executive Director educates and inspires the vision for the physical, economic, social and environmental future of Southwest Florida. The position requires leadership stature to assume a strategic role in refining, enhancing, strengthening and advancing the Regional Planning Council's mission. This position reports to and is evaluated by the Council.

Requires extensive knowledge of regional planning practices, comprehensive planning, economic development, hazardous material planning, transportation planning, development of regional impact (DRI) review process and environmental planning. Knowledge of principles and practices of public administration, including grant writing, program planning, implementation, evaluation, budgeting, contract administration, and competitive bid process.

## **Key Responsibilities:**

- Plans, organizes and directs operations of the RPC staff according to the requirements of all applicable federal, state and local laws.
- Directs and administers an effective and realistic budget.
- Provides effective leadership and supervision to the staff of the Southwest Florida Regional Planning Council. Evaluates performances, counsels and terminates employees.
- In conjunction with the Council, develops strategies and long and short- term objectives of the organization.
- Establishes priorities for resources, anticipates challenges, formulates and adjusts policies and revises planning efforts as necessary.
- Prepares an orderly, workable agenda to assist Council Members to focus on policy-making and ongoing issues.
- Prepares and submits recommendations to the Council concerning existing and future Council policies, programs, contractual agreements and special studies.
- Conducts and attends meetings and conferences to discuss current problems, policy changes and other pertinent matters. Travel may be required outside of normal working hours.
- Represents the Council before various agencies, boards, media and the public.
- Collaborates with partners, assists other agencies and organizations to achieve shared development.

- Attends the Florida Regional Councils Association (FRCA) meetings and represents the interest of the SWFRPC, collaborating and reviewing legislative changes in Florida's Planning laws.
- Coordinates at the state, county and local level the implementation of the Strategic Regional Policy Plan (SRPP).

---

**Job Title:** Deputy Director/Business Operations Manager  
**Employee:** Rebekah Harp  
**Type:** Full Time  
**Salary:** \$101,920 (\$49.00/hr)  
**Benefits:** Full Benefits (Health/Life/Retirement)

**Job Description:**

The Deputy Director/Business Operation Manager is responsible for overseeing the Council's internal operations, including financial management, human resources, contracts, and administrative functions, while supporting the Executive Director in advancing the Council's mission.

Plans, directs, and coordinates the operations of the SWFRPC. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are diversified and general in nature to be classified in any one functional area of management or administration such as personnel, purchasing, or administrative services.

Coordinates, supervises, and directs financial functions of the Southwest Florida Regional Planning Council, including accounting, auditing, cash management, grant accounting and reporting, budget and analysis. Position exercises discretion and independent judgment with respect to matters of significance. Reports directly to the Executive Director.

**Key Responsibilities:**

- Manage day-to-day business operations, including budgeting, finance, and reporting
- Oversee administrative staff, HR processes, and office management
- Develop and monitor contracts, grants, and compliance documentation
- Support strategic planning, organizational development, and policy implementation
- Represent the Council in meetings and partnerships when needed
- Assist the Executive Director with special projects and leadership duties

---

**Job Title:** Program Manager/LEPC Coordinator/Vista Supervisor  
**Employee:** Asmaa Odeh  
**Type:** Full Time  
**Salary:** \$60,008 (\$28.85/hr)  
**Benefits:** Full Benefits (Health/Life/Retirement)

**Job Description:**

The Program Manager/LEPC Coordinator/Vista Supervisor is a multifaceted role involving managing regional programs related to emergency planning, public safety, and community development. Responsible for coordinating the LEPC's activities, supervising AmeriCorps VISTA members, and supporting a range of planning initiatives across the region.

**Key Responsibilities:**

- Coordinate LEPC meetings, training, and regulatory compliance activities
- Completes the required hazard analysis inspection and reporting requirements
- Serve as the primary liaison with emergency management stakeholders and first responders
- Supervise and mentor VISTA members, supporting their projects and performance
- Develop and manage grants and contracts related to emergency planning and community development
- Lead or assist with planning projects, public outreach, and program reporting
- Ensure alignment with federal, state, and regional planning and preparedness goals

---

**Job Title:** Disaster Recovery Coordinator/Project Manager (DEP Resiliency Grant)

**Employee:** Jim Burch

**Type:** Grant Funded/Full Time

**Salary:** \$52,000 (\$25.00/hr)

**Benefits:** Partial Benefits - Retirement

**Job Description:**

The Disaster Recovery Coordinator / Project Manager leads and supports disaster recovery and resilience initiatives across the region. This position is responsible for managing recovery projects, coordinating with local governments and agencies, and ensuring compliance with federal and state recovery funding requirements.

**Key Responsibilities:**

- Plan, implement, and monitor disaster recovery and resilience projects
- Coordinate with local, state, and federal partners to support recovery efforts
- Manage grant applications, compliance, and reporting related to recovery funding
- Facilitate community outreach and stakeholder engagement
- Analyze data and prepare reports to guide recovery planning and implementation
- Ensure alignment with regional and state disaster recovery strategies

---

**Job Title:** Program Support (DEP Resiliency Grant)

**Employee:** Catherine Peralta

**Type:** Grant Funded/Full Time

**Salary:** \$41,600 (\$20.00/hr)

**Benefits:** Partial Benefits - Retirement

**Job Description:**

The Program Support position provides administrative and programmatic support across a range of regional planning initiatives. The Program Support role assists staff with project coordination, data entry and analysis, report preparation, meeting logistics, and stakeholder communication. Organize and support multiple projects in all areas such as environmental planning, community and economic development, and transportation.

**Key Responsibilities:**

- Assist in coordinating and tracking planning programs and projects
- Prepare and edit correspondence, reports, and presentations
- Support grant administration and compliance documentation
- Organize and facilitate meetings, workshops, and public outreach events
- Maintain databases and filing systems for planning documents
- Communicate effectively with local governments, agencies, and the public