


July 18, 2008

**MEMORANDUM**

TO: Senior Staff  
FROM: David L. Moore, Executive Director   
SUBJECT: Appointment of Deputy Agency Clerks - Reappointment

The District is updating the appointment of Deputy Agency Clerks pursuant to the District's Statement of Agency Organization and Operation prepared in accordance with Section 28-101.001, F.A.C. The Executive Director is the Agency Clerk and has the right to appoint Deputy Agency Clerks. Deputy Agency Clerks will be those positions responsible for receiving official District papers or maintaining official District files. The Statement of Agency Organization and Operation lists several duties of the Agency Clerk and consequently the Deputy Agency Clerks. Many of these duties may not apply to the Deputy Agency Clerk within each department. I anticipate no changes in job responsibilities due to these appointments.

By this memo, I appoint the following positions to act as Deputy Agency Clerks within each of the specified departments:

DEPARTMENT/SECTION	*DEPUTY AGENCY CLERKS
<b>Bartow Regulation Department</b>	Administrative Supervisor (Sandra McDonald)
<b>Brooksville Regulation Department</b>	Administrative Supervisor/Senior Regulation Processing Specialist (Charlotte Post/ Debra Harper)
<b>Document Services</b>	Senior Document Specialist/Document Services Manager (Paul Kornowski)
<b>Finance Department</b> Purchasing/Accounting & Financial Reporting	Purchasing Manager/Accounting and Financial Reporting Manager (Malcolm Wilson/Melisa Lowe)
<b>Human Resources &amp; Risk Management Department</b>	Administrative Supervisor/Human Resources Manager (Janice Cox/Steve Uebel)
<b>Land Resources Department</b> Administration/Land Acquisition	Administrative Supervisor/Land Acquisition Manager (Cheryl Hill/Steven Blaschka)
<b>Office of General Counsel</b>	Administrative Supervisor/Senior Administrative Assistant (Dianne Lee/Jan Kaesemeyer)
<b>Operations Department</b> Administration	Administrative Supervisor/Senior Administrative Assistant (Della Haberle/Susie Holton)
<b>Outreach, Planning &amp; Board Services</b>	Administrative Supervisor/Administrative Coordinator (Dianna Brass/LuAnne Stout)
<b>Sarasota Regulation Department</b>	Administrative Supervisor/Senior Regulation Processing Specialist (Ed Bozman/Mary French)
<b>Tampa Regulation Department</b>	Administrative Supervisor (Michelle Maxey)

\*The Deputy Agency Clerk is identified by the Position Title and not the individual named. The named positions are designated as Deputy Agency Clerks. Procedurally, the person employed in the position listed which is listed first should act as the Deputy Agency Clerk and the person employed in the position which is listed second should act only in the absence of the first person.