

**TRAILER ESTATES PARK AND RECREATION DISTRICT
PARK MANAGER POSITION DESCRIPTION & CHARGE PP 6**

Park Manager Position Description & Charge

A. **Position:** A Park Manager is employed by the Board of Trustees to manage the operation of the District, under direction of the Board. The Park Manager will interface with each Trustee in the Trustee's area of responsibility. This position is supervised and accountable to the District's Board of Trustees. An employment contract is on file. The Park Manager shall be in charge and supervise all works of the District as prescribed by the Board of Trustees.

B. Duties:

- a. Administer and supervise the daily operations of the District.
- b. Communicate both orally and in writing with the Board of Trustees on a regular basis.
- c. Regularly, update Board on District operations
- d. Attend all Board of Trustee Board and Workshop meetings.
- e. Prepare pertinent items for Board Meetings and Workshops.
- f. Develop, implement, modify and supervise overall Charter, District Policies and operating procedures.
- g. Monitor and review all contracts and insurance on a yearly basis
- h. Maintain relationship with any and all County and State representatives. Meet with community and professional groups to see recommendations and support for District projects.
- i. Other duties as directed by the Board.

C. District Finances:

- a. Work with the Board Treasurer to prepare for the approval and adoption of the Operating Budget for the following fiscal year.
- b. Follow Florida Statutes regarding notice requirements for adopting budgets and establishing assessments.
- c. Monitor and oversee Districts finances, grants, and outstanding funding.
- d. Prepare and submit to the Manatee County Property appraisers Office for the collection of the annual non-ad valorem assessment.
- e. Collaborate with the Auditor to provide financial documentation.

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- f. Maintain business accounts with District Bank including checking, money market, credit cards and Seawall Improvement Loan.
- g. Maintain inventory of all district property
- h. Act as District Purchasing Agent

D. Resource Management:

- a. Hire, manage and supervise all staff. Develop position descriptions, performance evaluations and conduct performance reviews.
- b. Motivate a team environment through training and development.
- c. Evaluate pay scales against market and recommend adjustments for budget assumptions.
- d. Ensure E-Verify and state verification requirements are properly documented.

E. Compensation: Salary and benefits will be determined by the Board of Trustees and reviewed annually.