



**PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT**

215 Holiday Park Blvd. NE
Palm Bay, Florida 32907-2196
Office: 321-724-2240

web- 10-28-19

JOB DESCRIPTION: District Manager
REPORTS TO: Board of Trustees

The District Manager shall act as the information liaison for the District.

ESSENTIAL RESPONSIBILITIES, ACTIVITIES and FUNCTIONS of the DISTRICT MANAGER:

Duties & Responsibilities:

1. Manage, supervise, and coordinate all activities the District in an effective, efficient, and professional manner. Use same professional manner when interacting with: Residents, Trustees, Employees and all outside Vendors.
2. Communicate District business to the **(BOT)** at a minimum of **once every two weeks via email or sooner if required.**
3. A strong understanding of budget preparation is essential.
4. Thorough knowledge of Florida Statutes relating to Special Recreation Districts as outlined in the Florida Special District Handbook.

District Personnel:

1. Responsible for selecting qualified applicants, hiring, training, directing, evaluating and promoting. Enforcing personnel disciplinary policies as required, up to and including termination of employees in accordance with the Employee Personnel Manual, Districts Rules and Regulations, ACC rules and regulations, and all applicable laws. Department head appointments must be approved by the **(BOT)**.
2. Annually performs evaluations of supervisors, review evaluations for all other employees. Make recommendations to the **(BOT)** for any compensation adjustments that are warranted based on employee reviews. All performance evaluations must be completed by **March**.
3. Maintain confidentiality of all District information except information that is deemed public knowledge.
4. Institute and maintain fiduciary responsibilities, including all monies of the District to the District and to the **(BOT)**.
5. **Coordinates departmental activities and sets attainable goals for each department. Goals should be attainable, verifiable and documented such as a chart to visually see how well each department is doing.**

Policies and Procedure:

1. Will actively support and implement all Policies, Rules and Regulations, Deed of Restrictions and By-Laws established by the **(BOT)** in connection with the operation of the District.
2. Maintain existing purchasing, accounting, and administrative procedures consistent with legal requirements and business practices.



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3. Request and review a minimum of three (3) outside contractor bids and consultant proposals; present those proposals to the **(BOT)**; prepare recommendations for approval or disapproval when required.
4. **Properties (both vacant & occupied) should be reviewed on some kind of schedule and make recommendations to the (BOT) for required improvements to said properties per the Deed of Restrictions.**
5. **Prepare federal and state grant requests administers and TRACK any grant program obtained.**

Regulatory:

1. Is required to understand state and federal laws as they relate to the District and properties, activities, finance, reporting conduct and operations of local governmental units, particularly F. S. 418 Part 2, Mobile Home Park Recreation Districts and F. S. Chapter 286 ("Sunshine Law"), and insure timely compliance, *and consultation with our Attorney.*
2. Immediately report any notices of investigations/violations to the Board of Trustees;
3. **Maintained a list of all the reports that need to be submitted to the regulatory reports to agencies deadlines. This way we will never forget to comply in a timely manner.**

Meetings:

1. Assist the Chairman of the Board **(CB)** in preparation of meeting agendas and in selecting items and priorities for discussion.
2. Prepare or assign preparation of supporting documents for all agenda items.
3. Attend regular, special and sub-committee meetings of the **(BOT)**.
4. Participate in meetings, discussions, project site visits, workshops and hearings that may pertain to the administration of services being provided or planned, and report results to the **(BOT)**.
5. Responsible for posting all meetings and preparation of all required legal announcements and notices relating to District business, operations, and activities.
6. Assist in presentations (PowerPoint with internal experts) and recommendations to the **(BOT)** regarding construction or acquisition of infrastructure, capital improvements, and capital items.

Finance:

1. Assist **(BOT)** Treasurer in the management of District's finances, bank and credit accounts, loans and investment vehicles within established District policies and applicable laws and fiduciary responsibilities; Responsible for the District Credit Card(s) in compliance with the District policy; District Credit Card(s) are to remain in the District office, locked in the Managers desk and only allowed to leave the office to purchase a specific/and approved items(s) then returned to the locked desk, the signed/dated store receipt/invoice to be given to the office administrative personnel. Manager is responsible for monitoring all credit card purchases from all employees



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and will sign off on any/all purchases made and accompanied by all receipts.
Fiduciary responsibility applies in all purchasing instances.

2. Administer the District's finances and budget(s) in accordance with **(BOT)** direction and applicable regulations and oversee the timely submission of all reports required by other agencies;
3. Assist in presentations and recommendations to the **(BOT)** regarding means and methods of financing construction or acquisition of infrastructure, capital improvements and capital items.
4. Control and administer the District's finances and budget(s) in accordance with the Board's direction and applicable regulations with the timely submission of all reports required by other agencies.
5. **Research and apply for grants applicable to the District needs or requirements. Keep track with a list of all the grants we applied for and TRACK what the results were.**

Payroll:

1. Responsible for accuracy of employee payroll, calculating hours, regular vacation, medical and overtime.
2. **Office personnel to be trained to prepare payroll for processing and process to be properly documented so future personnel can be trained to do these activities.**

Purchasing and Payment:

1. Coordinate payment to suppliers, contractors and professional service providers;
2. Arrange for satisfactory delivery of requested materials and services.
3. Responsible for obtaining supplies and services at the best costs.
4. All purchases **MUST** have receipts or a copy of a paid order form from the vendor to be accepted and reimbursed to any employee.

Information Systems:

1. Maintain databases, update as needed; back up hard drives (DAILY) and store appropriate data. Maintain software and upgrade as needed.
2. Design forms as needed, maintain District website and TV Channel 732.
3. Establish procedures for maintaining resident files and files relating to ALL District business.
4. Maintain employee personnel files (notes to file complaints; acknowledgements; employee reviews; promotions etc.)
5. Train and cross-train all office personnel in duties performed in the District Office.

Attendance:

1. **District Manager's attendance does not have to be a set time as an hourly employee. Manager will do whatever it takes to get the job done, adhering to all what is specified in this job description. The (BOT) needs to build up a relationship and confidence in our Manager's ability to execute this job. District Mgr. needs to take time to make themselves available to Residents & others.**



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Education, Skills, & Qualification

1. High School degree or Technical Degree will be considered with 5+ years of direct hands on and field management experience, budget responsibilities, administration, and construction experience.
2. Ability to follow and give clear verbal and written instructions, assignments and/or directions, understand and write/express thoughts and comments clearly in English.
3. Ability to prepare formal correspondence, governmental reports and technical studies using the appropriate format, punctuation, spelling and grammar of business English.
4. Must have the strong technical ability to mentor & train other employees to increase duties or skills to their knowledge base.

Physical:

1. May be required to sit for long periods of time;
2. May be required to walk or stand for periods of time of one hour or more;
3. Must be able to lift, carry, push, pull, or move objects weighing up to 20 pounds;
4. Must have effective use of hands and arms;
5. Must have a minimum of 20/50 in both eyes (corrective lenses acceptable);
6. Capable of hearing sufficiently to communicate with others (hearing aids acceptable).
7. Must be able to navigate a golf cart throughout the park for District Business.

Notice:

The District is a drug and alcohol free work place and is an Equal Opportunity Employer. As a condition of employment, employee acknowledges that the District reserves the right, subject to statutory requirements, to promote, demote, reassign, suspend, or terminate any employee without notice or status (At will employee, per Florida State employment regulations)

By signing below, employee acknowledges that he/she has been given a copy of this Job Description and the Employee Manual which denotes acceptance/agreement to each policy. Copy of signed document will be placed in the employee's file maintained in the District office.

Employee Signature

Date

Chairman, Board of Trustees

Date