

JOB POSTING

Special District Services, Inc. (“SDS”) is seeking candidates for **Community Manager** for the Barefoot Bay Recreation District (“BBRD”), located in Sebastian, FL. The Community Manager is an employee of SDS, dedicated to BBRD, working from the BBRD office and directing district staff. Successful candidates will meet the requirements listed in the below job description.

Job Description:

This position requires professional, administrative and supervisory work in directing the overall management of the District government as determined by policies and direction from the Board of Trustees.

This position is an employee of SDS, approved by the elected District Trustees, responsible for appointing and supervisory authority of all employees of the District. This employee is responsible for providing Trustees with an annual fiscal plan of operation for each coming year and carrying out the policies and plans of the District. Work is subject to review for overall effectiveness through conferences, reports, and observation of achieved results, by objectives and performance review by the Board of Trustees.

Essential Duties and Responsibilities:

- Enforce Board policies, follow Charter dictates, ensure compliance with Florida Statutes and Brevard County ordinances. Direct government accounting as it applies to the District.
- Develop mission statements containing short-term goals and objectives to be used in weekly meetings with all Department heads.
- Develop, implement, modify, and supervise overall District policies and operating procedures.
- Meet with community and professional groups to seek recommendations and support for District projects.
- Supervise, analyze, and report on departments, activities, and projects.
- Provide and recommend an overall fiscal and operational plan to the Board of Trustees.
- Report both orally and in writing on a regular basis to the Board of Trustees regarding matters of District operations.
- Evaluate operating performance of District departments.
- Be responsible for all hiring and employment decisions.
- Provide consistent and sound administrative to District departments that is consistent with District policy.
- Foster intergovernmental cooperation by acting as the District’s participant representative with local, state and federal agencies.
- Perform related work as required.

Peripheral Duties:

Communicate with staff, community and Board of Trustees in a manner that promotes problem solving and implementing the District’s short-term and long-term goals. Always comply with the Sunshine Law when working with Trustees. Attend all District meetings and respond to Board

inquiries in a timely manner. Keep the Board informed of all operational matters, but especially matters that may require a change in policy or legal action (arrear, DOR violations).

Desired Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Thorough knowledge of the principles and practices of public administration.
- Thorough knowledge of an ability to apply principles of organization theory, personnel administration, and financial administration in management of government operations and functions.
- Considerable knowledge of principles and practices as they relate to administrative analysis.
- Considerable knowledge of principles, techniques and methods employed in preparing and disseminating information to the public.
- Ability to express facts and ideas effectively, orally and in writing.
- Ability to work cooperatively and productively with Federal, State, and other local government officials as well as other public and private sector community leaders and organizations.
- Ability to establish and maintain effective working relationships with Trustees, employees, and the general public.
- Valid Florida State driver's license.

Educational Requirements:

Possession of a Master's degree in Public Administration or Business Administration and three years of local government experience; or a bachelor's degree with an equivalent combination of training and experience.

Selection Guidelines:

Formal application, rating of education and experience; oral interviews and reference check; a background check and drug test are required; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. Omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employee based on the needs of the employer and requirements of the job.

Salary Range:

\$90,000 to \$105,000, plus generous benefits package, 401(k), PTO

To Apply:

Please send resume and cover letter to Jason Pierman at jpierman@sdsinc.org, with a subject line "BBRD Community Manager".