

**TRI-PAR ESTATES PARK & RECREATION DISTRICT
POLICY & PROCEDURE**

ITEM 3.3.1 JOB DESCRIPTION – PARK MANAGER

A. **Position:** A General Manager may be employed by the Board of Trustees to manage the operation of the District, under direction of the Board. The Manager will interface with each Trustee in the Trustee's area of responsibility.

B. **Duties:**

1. Hire, manage, and supervise all staff.
2. Process applications and background checks, then give the information to Board Chair for approval or further action.
3. Enforce Deed Restrictions and Park rules, interfacing with the Deed Restrictions Trustee.
4. Enforce pool and fob rules, interfacing with the Security Trustee.
5. Interface with Buildings and Grounds Trustee regarding use and maintenance of facilities.
6. Process building permit applications, then give the information to Building Permits Trustee for approval or further action.
7. Other duties as directed by Board.

C. **District finances:**

1. Work with Board Treasurer to develop annual budget.
2. Maintain operations within the approved budget.
 - a. The Manager may authorize expenditures up to a maximum of \$1,000 of budgeted funds monthly per line item. Expenditures in excess of \$1,000 must be approved in advance by the Board of Trustees.
3. Maintain full and proper accounting procedures, interfacing with the Board Treasurer.
4. Provide monthly financial reports to Board.

C. **Reporting:**

1. Present proposals at Workshops as applicable.
3. Provide written report on all operations of prior month at each Board meeting.

D. **Compensation:** Salary and benefits will be determined by Board, and reviewed annually.

Approved 1/3/2017