

## **DUTIES OF THE MANAGER**

The Manager's duties and responsibilities typically include but are not limited to the following:

- 1) It shall be the Manager's job to manage, supervise and coordinate all activities of the District in an effective, efficient and professional manner. The job requires an individual who has an ability to conceive, obtain approval for and implement programs desired by the District Board on behalf of the Community as identified by the District Board.
- 2) The Manager shall prepare the necessary organizational structure and interview and recommend personnel to be hired and employed by the District. The Manager shall supervise the personnel employed by the District in accordance with all Federal, State and County laws, rules and regulations where applicable. The Manager shall request approval of the District Board for any changes in size or makeup of the organization.
- 3) The Manager shall suggest new policies or modifications to existing policies and shall implement all policies established by the Board in connection with the operation of the District.
- 4) The Manager shall be expected to make recommendations on a regular basis for programs to improve the District.
- 5) The Manager shall participate in meetings, discussions, project site visits, workshops and hearings as may pertain to the administration of the services being provided and report results to the District Board, including interaction with any prime developer and community associations.
- 6) The Manager shall attend and prepare for regular and special meetings of the Board of Supervisors of the District.
- 7) The Manager shall prepare and review outside contractor bids and consultant proposals and make recommendations for approval or disapproval to the District Board.
- 8) The Manager shall work with the Chairman of the District Board in the preparation of the Board's agenda and in selecting items and priorities for discussion.
- 9) The Manager shall prepare and administer the District's Adopted Annual Budget(s) in accordance with all applicable Federal, State and County laws, rules and regulations where applicable, including proper and timely submittal to all required agencies.

10) The Manager will have an understanding of Florida special district and community development district operations, good management principles and skills, as well as knowledge and skills in personnel relations, assessment roll preparation, bond financing (both taxable and tax-exempt), funds investment, public relations, accounting and computer software operations.

11) The Manager's performance may be critiqued by any Board member at a regular monthly Board meeting. Any Board member may meet privately with the Manager to discuss Manager's performance.

12) The Manager shall devote such time as necessary to competently and professionally complete the duties and responsibilities assigned according to the specifications of this RFP.

13) The Manager shall sponsor, maintain and update any District Web Site by an agreed upon contractual rate.

14) The Manager shall represent and negotiate on behalf of the District at meetings with District's landowners and/or with other governmental entities, when and as specifically authorized to do so by the Board.

15) The Manager shall hire and supervise the personnel employed by the District as such personnel may be specifically authorized in the District's annual budget.

16) The Manager shall assist presentations and recommendations to the District Board regarding construction or acquisition of infrastructure, capital improvements, and capital items, including means and methods of financing.

17) To the extent provided for in any bond documents or covenants, the Manager will ensure District compliance with such bond documents and applicable law.

18) The Manager shall be responsible for the coordination of annual assessment roll(s) for special assessments levied and imposed for operations and maintenance expenses; as well as assessment roll(s) for levying and imposing special assessments for debt service requirements; as well as any rolls necessary for the imposition of ad valorem taxes by the District.

19) The Manager shall be responsible to coordinate the Board's recording secretary services and for the taking and preparation of meeting minutes in a format as determined by the Board of Supervisors.

20) The Manager shall be responsible for advertising of meetings and preparation of all required legal advertisements and notices relating to District business, operations, and activities.

21) The Manager shall be responsible for management of District bank accounts

and investment vehicles with established District policies and applicable law.

22) The Manager shall provide and perform such other additional services as directed by the Board.

23) The Manager shall describe and outline, on a periodic basis, but no less than annually, efficiency opportunities.

24) The Manager shall identify, propose, and if adopted, implement method and manners of obtaining efficiency list(s) and quantities of services and materials via relationships with other governmental bodies.

25) The Manager shall coordinate payment requests by other District independent contractors and professional service providers as to the services provided by such other contractors and professional service providers, and shall assist the Board when requested, in obtaining such services.