

**Agenda**  
**Bayshore Gardens Park & Recreation District**  
**Personnel & Salaries Committee Meeting**  
**Tuesday; August 05, 2025, at 7:00 P.M.**

1. Roll Call
2. Review Employee Manual – District Office Manager Job Description
3. Additional Items as Needed
4. Adjourn

**Pursuant to Section 286.26, Florida Statutes, and the Americans with Disabilities Act, any handicapped person desiring to attend this meeting should contact the District Manager at least 48 hours in advance of meeting to ensure that adequate accommodations are provided for access to the meeting.**

**Pursuant to Section 286.0105, Florida Statutes, should any person wish to appeal a decision of the Board with respect to any matter considered at this meeting, he or she will need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is based.**

# BAYSHORE GARDENS PARK AND RECREATION DISTRICT

## District Office Manager Job Description

Approved September 17, 2013 Revised: \_\_\_\_\_

The manager is responsible to the Board of Trustees and reports directly to the Chairman of the Board. The manager prepares and delivers month end reports on the status of the Center along with recommendations for future projects and activities to the Board at regular Board meetings. The manager attends monthly and annual Board meetings and is on call for emergencies.

A varied background and experience are necessary to accomplish the duties of the position. This includes bookkeeping, administering office procedures, supervising maintenance and custodial requirements, pool operations, and all personnel. Strong human relation skills are required to deal effectively with the needs and sites of the Bayshore Gardens homeowners and other Recreation Center patrons. The manager must be bondable and approved to act as a Notary Public.

Detailed job duties and responsibilities include but are not limited to the following:

- a) Allocate and supervise work in the office
- b) Supervise the use of facilities by residents and clubs, all rental contracts and scheduled use of the recreation center facilities. In compliance with Board policy.
- c) Supervise the pool operations including pool attendants, pool scheduling and pool closings.
- d) Dockmaster reports marina operations to District Office.
- e) Advise trustees on updated state laws and regulations applying to park and recreation districts.
- f) Authorize the purchase of all supplies and maintain all purchase and receipt records.
- g) Keep all monies (except petty cash) in the safe, locked at all times.
- h) Deposit cash and checks on a weekly basis, provided the amount on hand doesn't exceed \$ \_\_\_\_\_.
- i) Negotiate everyday contracts for use of facilities according to Board Policy.
- j) Supervise the work of all personnel.
- k) Advise and/or train personnel in the performance of their duties.
- l) Recommendation to promote and/or raise pay based on performance to the Chair of Personnel and Salary.
- m) Discuss write ups with Chairman of Personnel and Salary prior to administering to employee and placing in employee file.
- n) Complete employee performance reviews on all employees after their first 90 days and then annually on their anniversary date of hire. Complete these reviews in a timely fashion and keep them in the employee's individual file as well as providing a copy to Chairman of Personnel and Salary.
- o) Maintain Public Records, including disposal schedule.
- p) Prepare responses to Public Record Request.
- q) Maintain the District's website.
- r) Prepare and cause to be published all mandatory legal notices in compliance with the law.
- s) Prepare and maintain a file in the office at all times of all original documents for any project in progress in the District.
- t) **Included in salary to attend Board of Trustee meetings when directed.**