

SPECIAL DISTRICT GOVERNANCE

THE MANAGER

James Angle, Fire Chief
Palm Harbor Special Fire Control
And Rescue District



Common Functions

- ▣ organization,
- ▣ management,
- ▣ and direction of all functions, divisions, and personnel,
- ▣ district's liaison with other local, state, and Federal agencies and organization

Essential Responsibilities

- ▣ executive leadership
- ▣ maintaining vision
- ▣ monitoring the state of the profession
- ▣ communication link
 - Internal/External
- ▣ program implementation and coordination
- ▣ identify, develop, and manage the district's financial resources

Essential Responsibilities

- ▣ initiate or respond to personnel issues,
- ▣ present recommendations regarding personnel matters,
- ▣ recommend for consideration and implement, and administer after adoption by the Board policies and rules,
- ▣ maintain both a personal and departmental involvement with the community

Essential Responsibilities

- ▣ be current and familiar with modern technology and contemporary methods,
- ▣ department is prepared to meet the wide variety of changing training needs,
- ▣ provide advice and counsel,
- ▣ provide and other assistance and/or information

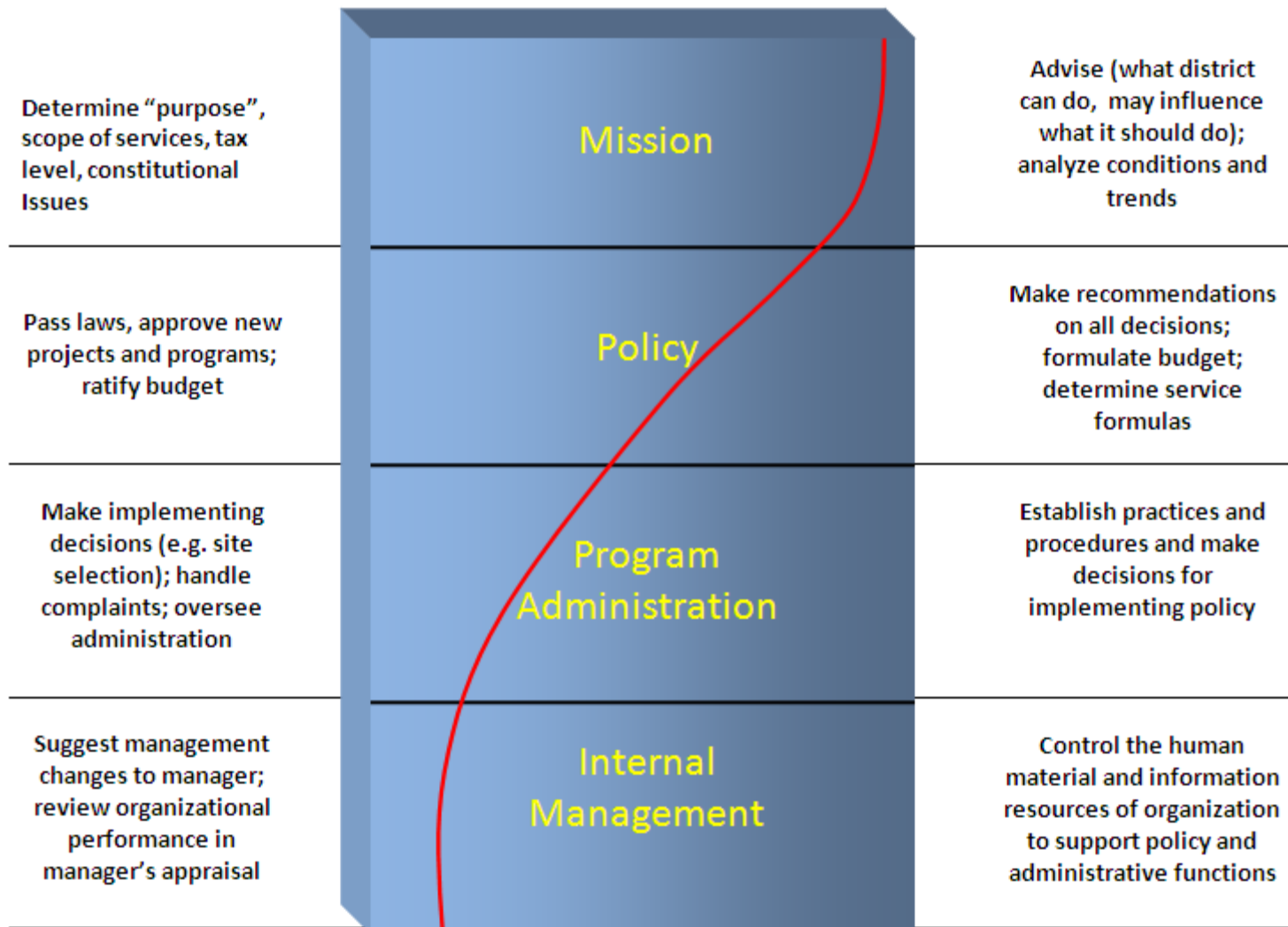
Who is a Special District Manager?

Knowledge, Skills, and Abilities

- ▣ Comprehensive knowledge of operational procedures, practices, regulations, methods, and standards
- ▣ Extensive knowledge of administration including management principles
- ▣ Thorough knowledge of Federal, state, and local laws and regulations as they pertain

Commission
Tasks

Manager
Tasks



Adapted From Source: "Working Together: A Guide for Elected and Appointed Officials", International City/County Management Association. Reprinted with minor editing from James Syara, "Dichotomy and Duality: Reconceptualizing the Relationship between Policy and Administration in Council-Manager Cities", Public Administration Review 45 (1985).

Guiding Documents

- ▣ Charter – Local Law
- ▣ Applicable Florida Law
- ▣ Applicable Federal Law
- ▣ Operating Procedures
- ▣ Board Bylaws
- ▣ Others

Questions?