

Basic Operational Requirements for Special District Managers and Governing Board Officials

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**

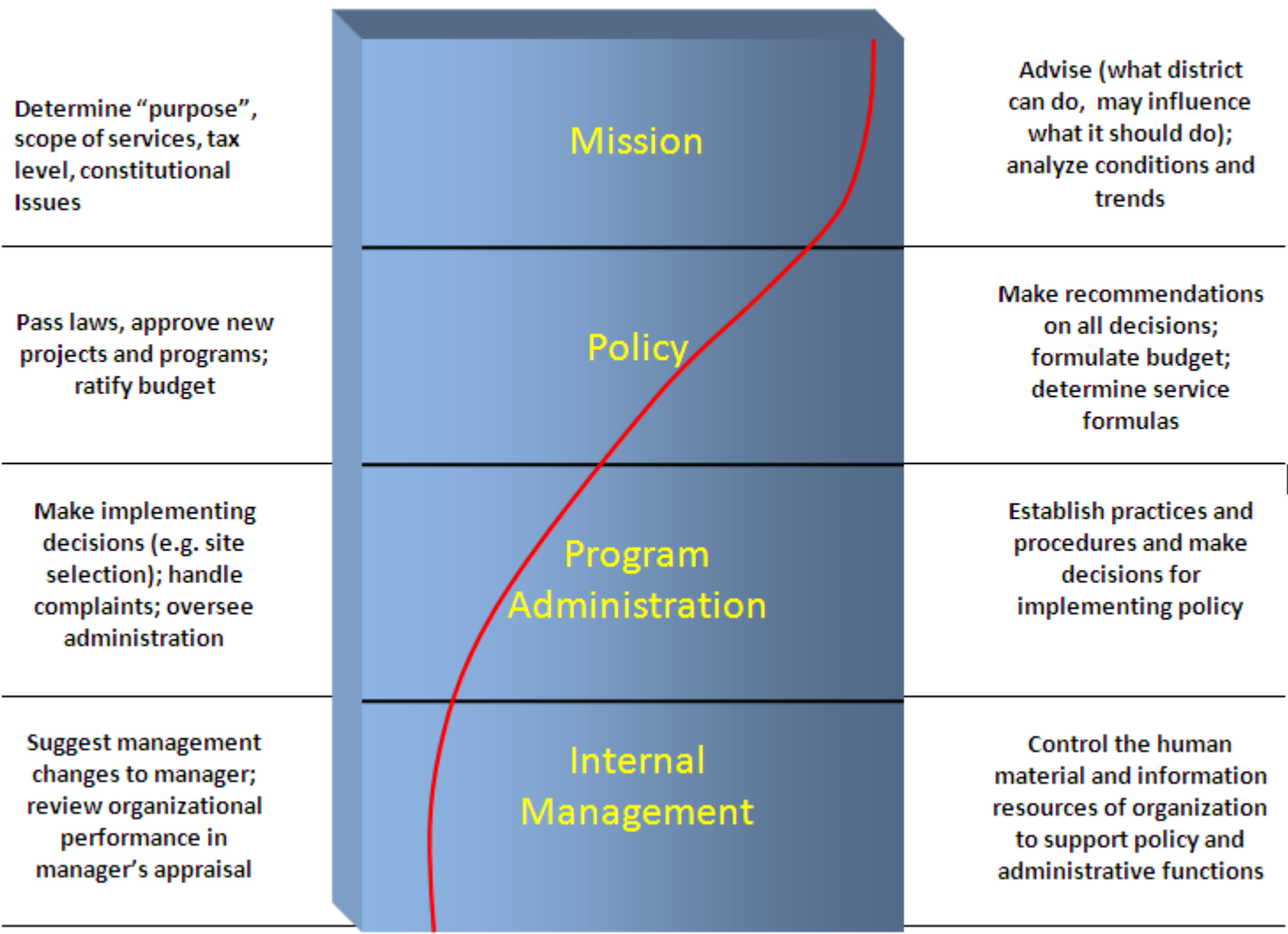
Who is a Special District Manager?

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?

