

BSFD District Manager Job Description (Draft)

Bonnet Shores Fire District

Narragansett, Rhode Island

Position Summary

The District Manager serves as the chief administrative and operations officer of the Bonnet Shores Fire District (BSFD) and is responsible for managing the day-to-day operations of the District under the policy direction of the elected BSFD Council. The District Manager ensures that district services are delivered efficiently, professionally, and in compliance with applicable federal, state, and local laws, the district charter, bylaws, ordinances, and policies.

The position is exempt (generally full-time in season and part-time out of season) and is appointed by and serves at the pleasure of the Council.

Reporting Relationship

Reports directly to the BSFD Council Chair or their appointee.

Supervises:

- District administrative staff
- Seasonal employees
- Contractors and consultants
- Volunteers as assigned

Essential Duties and Responsibilities

Administration

- Manage the daily operations of the district, including duties detailed in an annual district administrative calendar that is maintained on the district website.
- Implement policies and appropriate programs established by appropriate government officials and the Fire District Council.
- Proactively develop, with support of the Fire District Council and other appropriate BSFD contacts, standard operating procedures and internal controls for managing BSFD operations.
- Maintain custody of official District records.
- Maintain and execute a calendar of regular district manager in-office hours (the community center office) that are posted on the BSFD website.
- A combination of regular office hours and irregular non-office hours. Prescribed office hours to be aligned with resident needs. Must be flexible and on call in the event of emergencies and scheduled events-this includes night and weekend hours.
- Document, maintain, and support execution of BSFD services published on the BSFD Website.
- Manage vendor relationships and projects to ensure on-schedule and within-budget completion.
- Review and approve all BSFD bills to be paid by the BSFD Treasurer.
- Operate as a professional nonpolitical employee.
- Must be able to maintain confidentiality and maintain continuity in administration regardless of changes in elected leadership.
- Role requires balancing operational efficiency with responsiveness to community needs,
- Ensure compliance with Rhode Island laws, including:

- Open Meetings Act
- Access to Public Records Act
- Ethics requirements
- Procurement requirements
- Labor laws

Public Works and Operations

Work with appropriate contacts in coordinating maintenance of the district assets, including

- Roads and Beaches
- Community Center
- Parks
- Drainage systems
- Public facilities
- Harbor and mooring operations
- District-owned equipment

Coordinate seasonal operations including hiring, training, and evaluating

- Beach and Camp staffing
- Parking management
- Trash collection
- Landscaping and Snow removal
- Storm preparation
- Emergency response support

Council Support

- Work with the Council Chair or chair assignee in preparing meeting materials.
- Prepare monthly district manager reports including a summary of what was accomplished in the prior month and what is planned for the upcoming month(s) before the monthly meeting and include it in the published monthly agenda.
- Provide professional recommendations where appropriate.
- Attend all Council and Land Trust meetings.
- Set up and run the virtual meeting technology (i.e. Zoom).
- Attend Annual, Budget, and Special District Meetings.
- Carry out Council directives.

Community Relations

Respond to citizen concerns in a professional and timely manner.

Serve as the primary administrative contact with:

- District residents and Property owners
- Town of Narragansett
- Narragansett Police and Fire Department

- Contractors and Engineers
- State agencies
- Utility companies
- CRMC, DEM, and other Environmental organizations
- Bonnet Shores Beach Club
- Rhode Island Emergency Management Agency and other public safety agencies

Day-to-Day Duties

- Work with the BSFD Council and Land Trust Trustees in proactively managing community assets including the Community Center; Kelly Beach; Little Beach; Little Beach Harbor; Camden Landing and Battery. This includes but is not limited to regular maintenance, inspections, CRMC Assent applications and permits, and coordination with RI Interlocal Trust.
- Manages vendor relationships including contract review, preparation of bid requests, approval of invoices for payment, and coordination of capital projects.
- Coordination of Community Center use, rental, and access including but not limited to rental contracts, scheduling, payment, liability coverage, and managing building security.
- Hiring, supervision, and training of seasonal staff including but not limited to lifeguards, camp counseling staff, security, transportation.
- Filing of required reports including assent application/renewals, ethics filings, RI Interlocal Trust reports, tax-exempt applications, as well as reports to the Council and communications to the community.
- Preparing Community Center for rented events and monthly district meetings including IT set-up.
- Attendance at district and land trust meetings, distribution of meeting materials, and running the Virtual meeting technology.
- Response to resident inquiries including APRA requests, distribution of beach tags, sale of trash receptacles, visibility within community.
- Works as liaison with Narragansett Town administrators/staff to assist with resident concerns and DPW work, as well as state agencies such as CRMC and DEM.
- Position works closely with the Council Chair, District Treasurer, District Tax Collector, District Clerk, and Harbor Master.
- Supports the Treasurer in developing the annual BSFD budget.

Emergency Management

Coordinates District administrative response during:

- Hurricanes
- Coastal flooding
- Snowstorms
- Infrastructure failures
- Public safety emergencies

Suggested Qualifications

Education

- Associate's degree. Equivalent experience may be substituted.

Preferred Experience

Knowledge of:

- Rhode Island municipal government and law
- Accounting principles
- Public procurement
- Contract and Grant administration
- Asset management and Capital planning
- Microsoft Office and Virtual Meeting software (i.e. Zoom)
- Quasi-municipal organizations
- Coastal community management
- Personnel management

Skills and Abilities

- Strong leadership
- Customer service
- Excellent written communication
- Public speaking
- Conflict resolution
- Project management
- Negotiation
- Sound judgment
- Ability to work effectively with elected officials
- Ability to lift 50 lbs.
- Ability to walk and stand for long periods of time and work outside, including in different weather environments
- Standing, walking, sitting, alternating between sitting and standing

Performance Expectations

The District Manager shall:

- Treat all residents fairly and respectfully.
- Carry out Council policies impartially.
- Provide objective professional advice.
- Protect District assets.
- Promote transparency and accountability.
- Maintain confidentiality.
- Foster productive working relationships with elected officials and the public.

Evaluation

The Fire District Council shall conduct a formal written performance evaluation annually, based on measurable goals established at the beginning of each fiscal year.

Employment Status

- The position is exempt (generally full-time in season and part-time out of season) or as established by the Council.
- This position does not offer benefits.
- Employment agreement approved by the Fire District Council.
- Salary established annually by the Council and subject to IMA and APRA; therefore, the candidate's salary is subject to public disclosure.
- Subject to background investigation and reference verification.
- The Bonnet Shores Fire District is an Equal Opportunity Employer. We do not discriminate based upon race, religion, color, national origin, sex, age, status as a protected veteran, status as an individual with disability, or other applicable legally protected characteristics.