

District Manager — Summary Job Description (DRAFT)

Bonnet Shores Fire District | Narragansett, Rhode Island

Position Overview

The District Manager is the chief administrative and operations officer of BSFD, responsible for day-to-day management of district operations under the policy direction of the elected BSFD Council. The role ensures efficient, professional, and legally compliant delivery of district services. It is an exempt position (full-time in season, part-time off-season), appointed by and serving at the pleasure of the Council.

Reporting & Supervision

Reports to: BSFD Council Chair (or appointee). **Supervises:** district administrative staff, seasonal employees, contractors/consultants, and assigned volunteers.

Core Responsibilities

Administration & Compliance: Runs daily operations, implements Council policy, maintains official records and SOPs, approves bills, and ensures compliance with RI open meetings, public records, ethics, procurement, and labor laws.

Public Works & Seasonal Operations: Coordinates maintenance of roads, beaches, parks, drainage, harbor/mooring, and district equipment; oversees seasonal hiring and operations (beach/camp staff, parking, trash, landscaping, snow removal).

Council Support: Prepares meeting materials and monthly reports, attends all Council/Land Trust meetings, runs virtual meeting technology, and carries out Council directives.

Community & Agency Relations: Serves as primary contact for residents, the Town of Narragansett, police/fire, contractors, state/environmental agencies (CRMC, DEM), and emergency management partners.

Emergency Management: Coordinates the district's administrative response to hurricanes, coastal flooding, snowstorms, infrastructure failures, and public safety emergencies.

Qualifications & Skills

Associate's degree (or equivalent experience). Requires knowledge of RI municipal law, accounting, procurement, contract/grant administration, and asset management, along with strong leadership, communication, negotiation, and conflict-resolution skills. Physical requirements include lifting up to 50 lbs. and extended standing/walking outdoors.

Employment Terms

Exempt position (full-time seasonal / part-time off-season); no benefits offered; employment agreement and salary set annually by the Council (salary subject to public disclosure under IMA/APRA). Subject to background check and reference verification. Performance is formally evaluated annually against measurable goals. BSFD is an Equal Opportunity Employer.