

**Virginia Key Beach Park Trust**  
**Key Administrative Functions – Operations Dept.**  
**February 23, 2006**

**Procurement**

- Preparing supporting documentation for POs and DPs
- Monitors and orders office supplies and park equipment and supplies as needed

**Human Resources**

- Gather and submit timesheets for support staff
- Manage and monitor support staff and maintenance staff activities
- Participate in hiring new staff process

**Grants Management**

- Participate in grant project development and scope of work
- Manage and monitor grant project progress
- Produce project status reports and updates

**Accounting and Financial Control**

- Prepare the annual operations budget
- Assist with the annual budget process
- Assist with the annual support staff (intern) budget

**Park Operations and Maintenance**

- Lead liaison and project manager for capital improvements
- Manage and monitor the use of park equipment
- Manage general park upkeep and facility maintenance