

Virginia Key Beach Park Trust - COOP									
Priority	Organizational Unit	Function Name	Description	Work Effort	Staffing Required	Space Required (sq. ft.)	Primary COOP Site	Secondary COOP Site	Equipment, Systems and Vital Records/Databases
	Park Operations	Administration & Maintenance	Manager Trust support staff, submit support staff timesheet. Manage overall park operations, utilities, equipment readiness and maintenance. Liaison to contractors, vendors and consultants, handle procurement of services.		(1) Director (1) Groundskeeper		VKBP; 3861 Rickenbacker Causeway	Consider sharing with other agencies	Computer equipment must be available: CPU, Monitor, Printer and other peripherals. Telephone line must be available, fax, cellular phones must be available to coordinate field ops - they are currently being used.