

# FALLS CREEK RANCH ASSOCIATION

## RANCH MANAGER SUPERVISOR/LIAISON POSITION DESCRIPTION

The Ranch Manager Supervisor position is appointed by, and is accountable to, the FCRA Board of Directors. This position serves as the Supervisor of the Ranch Manager and as the Liaison between the Ranch Manager and the FCRA committees and/or residents who request assistance from the Ranch Manager. The Supervisor serves as the coordinator of the Ranch Manager's work required by FCRA Committee Chairs. The Board of Directors grants the Supervisor full authority for prioritizing the Ranch Manager's daily tasks.

### Duties and Responsibilities:

- Communicate at least weekly with the Ranch Manager to review and prioritize workload and tasks.
- Communicate monthly with FCRA Committee Chairs to identify planned projects and priorities for the Ranch Manager.
- Serve as the liaison to residents who request Ranch Manager assistance and/or use of Ranch equipment/tools. Assure proper billing to residents is accomplished in accordance with the FCR policy on Use of FCR Equipment by Residents.
- Create a monthly task schedule in accordance with the Ranch Manager's job description to prioritize work assignments and to assure efficient use time.
- Assure work is performed in a satisfactory, timely manner throughout the year.
- Identify areas of unfinished tasks by the Ranch Manager and implement a plan for timely completion.
- Report to the Board any concerns the Ranch Manager might have about his qualifications to perform a task, the capability of our equipment to perform a task, and the reasonableness of a task.
- Report to the Board any health or family issues that may preclude the Ranch Manager from performing a task in a timely manner.
- Provide a monthly activity report for the Supervisor and the Ranch Manager to the Board of Directors including accomplishments, unfinished assigned tasks and absences.
- Approve and record use of Ranch Manager vacation time. Include this information in monthly activity report to the Board of Directors.
- Discuss any task performance concerns received from committees and residents directly with the Ranch Manager and report results back to the relevant Committee or resident, and inform the Board.
- Conduct performance evaluation of the Ranch Manager at least annually, with one evaluation occurring no later than May of each year. Evaluation shall include input from FCRA Committee Chairs, areas of excellence, areas for needed improvement and a plan for improvement, and if additional training is indicated.
- Provide recommendations to the Board of Directors for budget planning including capital equipment, short and long-term projects.
- Identify a backup person/plan for Supervisor absences; report same to Ranch Manager and Board of Directors.

*Updated February 2011*

*Approved, FCRA Board of Directors*