

**Job Title:** Community Development District One Supervisor

**Location:** The Villages, Florida

**About The Villages Community Development Districts:**

The Villages is the largest single-site residential real estate development in the United States, encompassing multiple Community Development Districts (CDDs). These CDDs are independent governmental entities responsible for the planning, financing, construction, operation, and maintenance of public infrastructure within their respective jurisdictions. This includes roadways, stormwater management systems, aesthetic features and more, all tailored to the active adult lifestyle of The Villages residents.

**Position Summary:**

The Community Development District One Board Supervisor serves as an elected official responsible for the governance and oversight of CDD-1 within The Villages. This crucial role involves establishing policies, approving budgets, and making decisions that directly impact the quality of life and services provided to the residents of the district. Supervisors act in a fiduciary capacity, ensuring the efficient and effective management of public resources and the long-term sustainability of the community's infrastructure and overall appearance.

**Key Responsibilities:**

- **Policy Formulation and Oversight:** Participate in the development, review, and approval of district policies, rules, and regulations to ensure the well-being and orderly operation of the community.
- **Financial Management:** Oversee the examination and approval of annual budgets, monitor expenditures, and ensure the prudent fiscal management of district funds. This entails comprehending financial statements and budget reports, as well as making informed decisions regarding assessments, debt financing, and capital improvement projects.
- **Infrastructure Management:** Provide oversight for the maintenance, repair, and improvement of public infrastructure (roads, systems and landscaping) within the district.
- **Contract and Vendor Management:** Review and approve contracts for services and goods necessary for the operation of the district.

- **Strategic Planning:** Participate in the development and implementation of long-term strategic plans for the district, anticipating future needs and challenges.
- **Representation and Communication:** Act as a representative of the district's residents, effectively communicating their needs and concerns to district staff and other stakeholders. Attend board meetings and engage with residents to foster transparency and community involvement.
- **Legal and Regulatory Compliance:** Ensure the district operates in compliance with all applicable local, state, and federal laws and regulations including but not limited to the Florida Commission on Ethics and the Sunshine Amendment.
- **Fiduciary Responsibility:** Act in the best interests of the district and its residents, upholding ethical standards and responsible governance.
- **Collaboration:** Work collaboratively with other CDD boards, The Villages Developer, Sumter County and other relevant entities to address regional issues and ensure seamless service delivery.
- **Understanding of The Villages Lifestyle:** Maintain an understanding of the unique needs and expectations of the active adult residents of The Villages.

#### **Qualifications:**

- Must be a registered voter and reside within the boundaries of the specific Community Development District they seek to represent.
- Strong commitment to serving the residents of The Villages.
- Ability to attend regular board meetings (typically held monthly) and occasional workshops.
- Ability to understand and analyze financial reports and budgets.
- Strong communication, interpersonal, and problem-solving skills.
- Ability to work effectively in a collaborative environment.
- Understanding of local government operations and community development principles is beneficial.
- No specific professional background is required; however, experience in areas such as finance, civil engineering, property management, code enforcement, or community leadership can be valuable.

**Personal Attributes:**

- Integrity and ethical conduct.
- Dedication to public service.
- Open-mindedness and a willingness to consider diverse perspectives.
- Ability to make informed and objective decisions.
- A strong work ethic combined with a proactive approach.

**Time Commitment:**

The time commitment for a CDD Board Supervisor includes attending monthly board meetings (typically 1-3 hours), reviewing meeting materials prior to the scheduled meeting, and potentially participating in workshops or other district-related activities. The actual time commitment can vary depending on the specific and/or ongoing issues.

**Compensation:**

CDD Board Supervisors in Florida typically receive a modest per diem for their attendance at official meetings pursuant to Florida Statutes. This is not a salaried position.

**To Apply:**

Interested candidates should contact the District Office for open positions and the Sumter County Supervisor of Elections for information on election procedures and qualifying requirements. Information may also be available on The District government website at [www.districtgov.org](http://www.districtgov.org).

**Equal Opportunity:**

The Villages Community Development Districts are committed to equal opportunity and encourage all qualified residents to consider serving their community.

---