



JOB DESCRIPTION

JOB INFORMATION

Title: Executive Director of Bismarck Parks and Recreation District

Classification: Administration/Exempt

Salary Range: Determined by the Board of Park Commissioners
Salary adjustments are determined on an annual basis by the Board of Park Commissioners

Benefits: Standard Benefits of the District are provided

Supervisor (s): Board of Park Commissioners

JOB SUMMARY

Manage operations of the Bismarck Parks and Recreation District as Chief Administrator. To develop with the Board of Park Commissioners, Management Teams, staff, and volunteer organizations, the operations, capital improvements, staffing, maintenance, acquisitions and financing plans in order to provide and maintain a comprehensive year-a-round public parks and recreation program utilizing multiple facilities and grounds owned, operated, leased and rented by the District.

Formulate and implement operating policies, procedures and guidelines within the District, as they relate to personnel, public relations, planning, purchasing, record keeping, accounting, maintenance, development and programming in accordance with local, state and federal law.

The position is responsible and accountable to the Board of Park Commissioners for the management and supervision of the District’s financial assets, operations, properties, facilities and staff to provide public park and recreation opportunities for the community of Bismarck.

JOB DUTIES AND TASKS

The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position’s duties and tasks, as they may change or be adjusted, as situations require.

ESSENTIAL FUNCTIONS

***Board Relations**

To prepare and distribute comprehensive, detailed, complete, orderly and timely information to the Board as it relates to meeting agendas and operational information.

Make forthright, decisive, sound and thoughtful presentations and recommendations to the Board.

Respond promptly and compliantly to directives from the Board.

Provide clear, concise, timely and accurate reporting of District finances to the Board.

***Community Relations**

To develop relationships with and operate in a credible, straightforward and cooperative manner with the media.

Provide enthusiastic, supportive, comprehensive, accurate and sincere interpretations of programs and policies to the community.

Develop and distribute in an appropriate manner attractive, concise, accurate, user friendly and worthwhile communication and publications of the District to the community (reports, newsletters, brochures, etc.).

Develop and maintain cooperative, responsive and credible relationships with user groups, clubs and associations within the policies of the District.

Provide and foster, straightforward, cooperative, open and beneficial relationships with other governmental entities and community groups (CVB, Chamber, etc.).

Participate with and serve as a resource to user groups, clubs and associations in program and facility development.

***Personnel**

Serve as the Park District's Personnel Director.

Monitor, evaluate and define hiring procedures of full-time personnel to fill positions appropriately with qualified candidates in the best interest of the District in a timely manner utilizing applicable methods.

Assess utilization of full-time staff to ensure personnel are appropriately matched to position with individual management knowledge, skills and abilities.

Maintain salary and benefit package at a realistic and attractive level within the pay and benefit plan of the District.

Annually complete full-time staff evaluations administered with employee review to serve as a tool for employee growth and improvement.

Promote and develop on a professional basis, positive employee relations indicating team efforts in accomplishments and operation of the District.

Work with Executive Team to promote staff development through on-going education and training opportunities which will benefit the Park District.

***Finance**

Develop annually an operating budget that is comprehensive, clear and accurate, indicating District needs defined and developed with planning for improvements, general operation, and programming.

Define, establish and control fiscal management of the District within the policies and procedures established by the Board, by ordinances and state law.

Analyze and adjust operations of the District to ensure cost effectiveness and maximizing available resources.

Complete an annual audit of District finances in accordance with District policies, local ordinances and state laws.

Plan, direct, assist and implement revenue generation opportunities from sources other than tax levies through user fees, matching grants, corporate and civic sponsorships, rentals, leases and capital fund raising campaigns.

***Planning**

Identify and define with clear objectives, policies and procedures for program management as they relate to user groups, clubs and associations.

Monitor and evaluate facility and program management identifying problems and improvements, activity summary, area budget and recommendations with annual written reports.

Review, adjust and update annually, comprehensive and long range and strategic planning to serve as a basis for establishing goals for improvements and anticipated expenditures.

Responsible for the overall quality assurance of Bismarck Parks and Recreation District facilities, natural resources, programs and services.

***Other**

Communicate information openly, consistently, and on a regular basis with the Board, managers, staff and community.

Serve as Clerk of the Park District as appointed by the Board of Park Commissioners.

Authorization to approve various Park District plans, procedures and policies (including but not limited to the Risk Management Plan, Communications Plan, etc.) which serve to guide decision making within the Park District.

Manage District facilities and grounds as resources with appropriate and necessary maintenance, well presented in appearance to the public, maximizing utilization.

Serve as administrative liaison to other governmental entities and community based organizations.

Serve as the primary liaison to the Bismarck Police Department and Burleigh County Sheriff's Department.

Serve as Executive Vice President of the Bismarck Recreation Council

Other duties as assigned by the Board of Park Commissioners.

JOB SPECIFICATIONS

Position requires a bachelor's degree in parks and recreation administration or bachelor's degree related to sport and leisure management with public administration emphasis and a related master's degree. Position also requires a minimum of ten (10) years of full-time progressively responsible administrative and executive level management leadership experience. Applicant must possess a current professional certification (CPRP or CPRE) through the National Recreation and Park Association with documented evidence of continuing education. A combination of education and experience that provides the required knowledge, skills and abilities may also be considered.

Possession of or ability to attain a valid North Dakota driver's license.

Capability to lift up to 30 pounds alone or heavier lifting with other employees.

Preferred qualifications include additional education, experience or certifications related to the job description.

KNOWLEDGE, SKILLS AND ABILITIES

The ability to effectively communicate verbally and in writing.

The knowledge and ability to manage multiple tasks simultaneously.

Develop and foster relationships that are beneficial to the District with other governmental entities, user groups, clubs, organizations and associations.

The ability to effectively communicate verbally and in writing through the use of technology.

Possess a strong knowledge of operational policies, procedures, accepted standards and methods of public parks and recreation, sport, leisure and public agency management.

Effective organizational and interpersonal communication skills.

Ability to work in a team setting, independently with direction and self directed.

Demonstrated leadership in a group setting with varied audiences and interests.

Ability to maximize available computer resources and programs.

Creativity, resourcefulness, and confidence.

Ability to maintain confidentiality.

Ability to set and achieve goals and meet time lines.

WORKING CONDITIONS

Working conditions of the position include individual private office, direct clerical services, computer, private printer, internet, and private phone line.

Office location is in the District Administrative Office with up to 20 Park District employees on site.

Position is responsible to provide personal vehicle for work. A vehicle allowance is provided at the District's defined rate for the position.

Position is responsible to provide and maintain a personal cell phone and internet service for work. A defined service reimbursement is provided.

Travel is required as part of professional involvement and representation of the District and may require multiple overnight stays per month.

Position will require periodic evening, weekend and holiday work dependent on responsibilities, meetings, programs and event schedules.

Administration office hours are 7:30 am – 5:00 pm. Position's actual time in the office is varied and subject to multiple interruptions with an extensive schedule of meetings.

Position is considered a representative of the District at various public functions as the Director and representative of the Board.

Position will receive an annual performance evaluation by the Board.

General public contact is extensive and vital to the success of the position.

Work interruptions while in the office and in public are extensive.

Revised: June 2021

Executive Director's Signature

Date

Park Board President's Signature

Date