

Job Description

Title:	Executive Director
Immediate Supervisor:	Board of Directors
FLSA Status:	Full-Time; Exempt
Work Hours:	As necessary to satisfactorily perform the duties of the position



This job description is established by the Board of Directors ("Board") of the Eastern Rio Blanco Recreation and Park District ("District") to outline the basic requirements, duties and general responsibilities of the position of Executive Director. This position is "at-will," which means the District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship without notice at any time for no reason.

Position Summary:

The Executive Director is appointed by, serves at the pleasure of, and acts under the direction of, the Board. The Executive Director is the Chief Executive Officer (CEO) of the District. The Executive Director is responsible for all aspects of the efficient and cost-effective operation and administration of the District, including all District employees, volunteers, independent contractors, and consultants, and shall have the power and authority to organize, manage and control all activities necessary for the efficient operation and administration of the District, in accordance with the policies and procedures established by the Board from time to time, in its sole discretion. The Executive Director advises the Board on all matters relating to the planning, development, administration and operation of District departments. The Executive Director performs a variety of complex executive work in planning, directing, and coordinating the management of the District's programming and recreational amenities, including facilities and recreational planning, parks and facility operations, parks administration, public relations, marketing and special events. The Executive Director works closely with the elected Board of Directors to develop and implement capital improvements, programming goals, and annual budgets.

Primary Duties and Responsibilities:

The following duties are an overview of the primary duties and responsibilities of the Executive Director, and do not constitute an all-inclusive list.

1. Consistently promote a positive, professional image of the District and provide excellent customer service at all times;

*Job Description
Executive Director
Revised 5/2008*

2. Efficiently and effectively administer and conduct the ordinary and usual business and affairs of the District in a reasonable, prudent and professional manner;
3. Exercise supervision and control over all District departments, programs and activities, including the District's diverse, year-round recreation, park, and leisure programs, and the management and safe operation of the District's facilities, including but not limited to, the recreation center, ball fields, and parks;
4. Annually evaluate and update as necessary short- and long-range plans for programming, capital improvements, facility construction/renovation, staffing, and grant writing; implement the plans as appropriate;
5. Make recommendations to the Board regarding the establishment, consolidation or abolishment of any department, program or activity the Executive Director believes is necessary and appropriate for the efficient and effective administration/operation of the District;
6. Establish appropriate and effective practices and procedures for implementing and administering the Member Handbook, as the Board may amend from time to time;
7. Responsible for the efficient and effective administration, management and supervision of the District's workforce, including but not limiting to, hiring/appointment, promotion, demotion, layoffs, transfers, discipline, training, compensation and benefits. Organize, direct, coordinate and review work prepared by regularly employed staff and seasonal temporary staff. Develop and oversee agreements with contract employees. Determine work procedures, prepare work schedules, and expedite workflow. Plan and organize workloads and staff assignments. Promote harmony among workers and help resolve grievances. Review progress and direct changes as needed;
8. Ensure proper human resources functions, including benefits and record-keeping. Oversee human resource functions of subordinate staff through supervisors, including seasonal, temporary, and youth employees and volunteers. Coordinate and evaluate District employee benefit programs, and make recommendations to the Board on plan changes and updates;
9. Promote District functions, programs and activities to continually improve public knowledge, understanding, confidence and support. Maintain and oversee effective, comprehensive public information efforts using telephone, email, newspaper, website, and mailings;
10. Assure coordination of the District's programs with other community organizations such as the school district and various community agencies. Represent the District's interests effectively and professionally in public meetings and in the community, and through verbal communications, written and electronic correspondence, e-mails, and facsimiles with governmental bodies, the community and the District's citizens;
11. Attend all study sessions, and all regular and special meetings, of the Board, and participate in discussions with the Board in an advisory capacity;
12. Support Board functions by preparing and posting agendas, working with Administrative Supervisor to prepare meeting minutes and Board packets, meeting regularly with the Board President, and ensuring legal compliance;

13. Prepare requests for proposals to provide for improvements to the District's parks and recreation facilities; oversee construction projects and facility improvements;
14. Maintain, review, develop and implement administrative policies, procedures and standards for efficient, safe, and effective operation of the District's recreation programs and parks. Enforce compliance with established laws and standard accepted practices and procedures;
15. Write grants to support District projects and programs. Provide follow-through documentation and assurance that the monies are used appropriately;
16. Effectively and efficiently administer and supervise all regular and special District elections;
17. Plan, organize, direct and control the financial activities of the District, including the accounting, revenue collection, investment, purchasing, and payroll functions, and management of the approved budget. The Executive Director shall serve as the District's annual Budget Officer, and shall be responsible for the timely development and submission of a proposed budget each year in compliance with all statutory requirements and deadlines;
18. Assure that all departments stay within the approved budget; perform cost control activities and internal financial mechanisms; monitor all revenues and expenditures to assure sound fiscal control; assure effective and efficient use of budgeted funds, personnel, materials, facilities, and time;
19. Keep the Board advised of the financial condition and future needs of the District and make such recommendations as the Executive Director determines are necessary for sound financial management of the District, including but not limited to, periodically evaluating and recommending improvements to the District's administrative and financial internal control systems and procedures and ensuring annual audit compliance;
20. Direct the preparation of financial reports as required by law; prepare financial reports and analyses requested by the Board;
21. Maintain the District's historical records, including Board activities, budgets, audits, capital projects, legal issues, and employment records; and,
22. Perform such other duties as may be assigned by the Board, in its sole discretion, from time to time.

Mandatory Qualifications and Requirements

1. Possess a Bachelor's or Master's degree in Parks and Recreation Administration or closely related field from a nationally accredited educational institution, *and* a minimum of five (5) years experience in recreation programs and facility operations that include experience in coordinating, supervising and administering multi-program operations, *or* any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for excellent job performance;
2. Possess and maintain a valid Colorado Driver's License with good driving record;
3. Ability to multi-task and prioritize multiple projects correctly;
4. Work a schedule that includes early mornings, evenings, weekends, and holidays;

5. Establish and maintain positive working relationships with the Board and District members;
6. Work well in a progressive, team-oriented environment;
7. Provide consistent high-quality service to the community;
8. Possess a positive attitude, and be a self starter; and,
9. Ability to read, write, speak and understand the English language at a level adequate to perform the job.

Desired Qualifications and Requirements

Ability to read, write, speak and understand the Spanish language.

Working Environment/Physical Requirements

This position requires work in a variety of locations and conditions, including but not limited to, the District's administrative offices, construction sites, the District's parks and recreational facilities, and other similar inside and outside work areas. A substantial portion of this position will involve sedentary, administrative work in an office environment.

Moderate physical activity is required, including the ability to lift items in excess of 50 pounds occasionally and up to 20 pounds frequently. This position requires standing, walking, stooping/bending, lifting and repetitive motion. Work is performed in all weather conditions.

Positive interaction with District employees and volunteers, supervisors, patrons and the public required. This position involves periods of high mental and/or emotional stress.