



Job Title: Executive Director

Department: Williston Parks & Recreation

Status: Exempt

Starting Salary Range: \$100k-\$125k

- Adjustments are determined annually by the Park Board

Supervisor: Five Person Elected Park Board

ESSENTIAL JOB DUTIES:

- Responsible for the overall management, supervision and operation of the Williston Parks & Recreation District ("Park District") as the Chief Administrator;
- Develop with the Park Board Commissioners, Management Team, staff, and volunteer organizations, the operations, capital improvements, staffing, maintenance, acquisitions and financing plans in order to provide and maintain a comprehensive year round public parks and recreation program utilizing multiple facilities and grounds owned, operated, leased and rented by the Park District;
- Responsible and accountable to the Park Board Commissioners for the management, directing and supervision of the District's financial assets, operations, properties, facilities, programs and staff to provide public park and recreation opportunities for the community of Williston;
- Responsible for the preparation of finances and administration of the annual park district budget;
- Manage, Supervise and Evaluate the work of the following staff: Facility/Program Director, Marketing Coordinator, Finance Manager, Human Resources/Payroll Manager, Parks Superintendent, Golf Superintendent and Administrative Assistant;
- Directs and Coordinates the management team that includes: Facility/Program Director, Marketing Coordinator, Finance Manager, Parks Superintendent, Golf Superintendent, Recreation Superintendent, Facilities Supervisor, Athletic Field Foreman and Aquatics Supervisor;
- Manage equipment and construction projects; or assign staff to oversee them;
- Set agenda and coordinate monthly board meeting;
- Facilitate the work of various advisory boards and committees;
- Must formulate and implement operating policy, procedure and guideline 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 Executive Director shall be the official medium of communication between the employees of the District and the Park Board Commissioners.

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.

JOB DUTIES/TASKS:

- Manage and supervise operation to achieve goals within available resources;
- Plan and organize workload and staff assignment;
- Train, motivate and evaluate staff; review progress and directs changes as needed;
- Provides leadership and direction in the development of short- and long-range plans;
- Gather, interpret and prepare information for all studies, reports and recommendations;
- Coordinate department activities with other departments and the Park Board as needed;
- Conduct all interviews and hires all new fulltime personnel;
- Provide recommendations to the supervisors;
- Makes presentations to the Park Board, other cooperating boards/entities, civic groups and public;
- Communicate all plans, policies and procedures to staff, the general public and is the official spokesperson of the district and deals with the media as needed.



Executive Director page 2

- Assure that all assigned areas of responsibility are performed within budget; perform cost control activity; monitor revenue and expenditures to assure sound fiscal control: prepares annual budget and budget requests to assure of the most effective use of budget funds, personnel, materials, facilities and time;
- Assist with the operations of the Foundation and all activities;
- Maintain harmony amongst workers and resolves conflicts quickly as possible using Park District procedures;
- Perform or assist all subordinates in performing duties and handles all errors, omissions and complaints;
- Keep the Park Board informed as to the daily progress and projects that the department is involved in, so that the Board can have the best information possible for the decision-making purpose of the Park District;
- Review program areas, implement changes or new programs to meet the recreational needs of the community;
- Develop, maintain and implement a current Parks and Recreation master plan;
- Develop and implement policies, procedures and standards for efficient and effective operation and maintenance of Park District operations. Assures compliance with all policies and procedures;
- Promote interest in the Parks and Recreation programs and facilities through publicity, joint program brochure, website. Speaks before a variety of citizen groups, support groups and other organizations;
- Develop partnerships with local schools and other recreational groups;
- Prepare a variety of reports and maintains necessary operating records;
- Prepare cost estimates to plan and provide for improvements in all Park District facilities; will oversee construction and facility improvements;
- Maintain the best interest of the Park District at all times and acts as a liaison with other political subdivisions, as well as state, local and other public officials;
- Actively participate with the North Dakota Recreation and Parks Association (NDRPA);
- The purpose of this position is to direct the operations of the Park District. Success in the position contributes to the provision of quality park and recreation services for area residents;
- All other duties assigned by the Park Board;

KNOWLEDGE REQUIRED FOR THE POSITION:

- Personnel management and leadership techniques;
- North Dakota Century Code, city codes and regulations related to park districts;
- Recreation, Parks Maintenance, Recreation Centers, and golf course operations;
- Accounting, payroll, and human resource functions.

SUPERVISORY CONTROLS:

- The Park Board of Commissioners assigns work in terms of Park District goals and objectives. The Executive Director oversees the entire operation of the Park District;

GUIDELINES:

- Guidelines include the North Dakota Century Code, city codes and regulations, and Park District Handbook and policies. These guidelines require judgment, selection, and interpretation in application. This position develops District guidelines, these guidelines are generally clear and specific, but may require some interpretation in application;

WORKING CONDITIONS:

- Office with computer and printer;
- Fast paced environment with multiple programs and facilities running throughout the year;
- Consist of varied management, supervisory, and administrative duties;
- Frequent interruptions contribute to the complexity of the position;
- Position may require some evening, weekend, and holiday work.



Executive Director page 3

MINIMUM QUALIFICATIONS:

- Sufficient experience to understand the basic principles relevant to the major duties of the position;
- Knowledge and level of competency commonly associated with the completion of a bachelor's degree in a course of study related to the field or at least five years of equivalent work experience;
- Ability to manage and supervise a fast paced and fast-growing Park District;
- Effective oral and written communication;
- Must be able to practice a high level of confidentiality;
- Excellent organizational and computer skills;
- Current CPR Certification, or able to obtain within 6 months;
- Ability to work weeknights and weekends;
- Ability to work with limited supervision;
- Ability to lift a minimum of 30 pounds or heavier lifting with other employees;
- Knowledge of operational policies, procedures, accepted standards and methods of the parks and recreation field;
- The knowledge and ability to manage multiple tasks;
- Possession of or ability to obtain (within 30 days) a valid driver's license issued by the State of North Dakota for the type of vehicles or equipment operated;
- Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation.