

NEW ROCKFORD PARK DISTRICT

JOB OPENING

Director of Parks and Recreation
New Rockford Park District
New Rockford, ND

The New Rockford Park Board is accepting applications for the Director of Parks and Recreation position. The position is for managing the overall operations of the New Rockford Park District including all parks, swimming pool, ball fields, warming house, campground, and other park district facilities and programs. This person will work with the Board of Park Commissioners, staff, community organizations, City of New Rockford, and New Rockford-Sheyenne School District to effectively operate the entire park district with the budget available.

This position is responsible for formulating and implementing 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 laws.

The position is responsible and accountable to the Board of Park Commissioner of the management and supervision of the District's financial assets, operation, properties, facilities, and staff to provide public parks and recreation opportunities for the New Rockford and surrounding area.

A complete job description is available at www.cityofnewrockford.com or New Rockford Park District Facebook Page. To apply send your cover letter, resume, and references to the address below or email nrparksandrec@gmail.com. Questions, call Park District phone at (701) 302-8105 or Kristi at (701) 302-0155. Deadline for the position is open until filled.

EOE

NEW ROCKFORD PARK DISTRICT JOB DESCRIPTION

JOB INFORMATION

Title:	Director of Parks and Recreation
Classification:	Administration/Exempt
Salary Range:	Negotiable
Supervisor(s):	The New Rockford Park Board Commissioners annually determine salary adjustments.
Benefits:	Standard benefits of the District are provided Park Board Commissioners

JOB SUMMARY

To manage operations of the New Rockford Park District as the Director of Parks and Recreation. Develop a team with Park Board Commissioners, staff, and community organizations to manage a comprehensive municipal Parks and Recreation District.

To formulate and implement policies, procedures and guidelines within the District, community, state and federal law relative to human resources, public relations, planning, purchasing, accounting, maintenance, and programming.

RESPONSIBILITY/ACCOUNTABILITY

Responsible and accountable for the management and supervision of the District's budget, operations, properties, facilities, and personnel to provide park and recreation opportunities for New Rockford.

DUTIES AND TASKS

Prepare and distribute comprehensive, accurate and timely information to the Board as it relates to Board meetings and operational information.

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

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

Respond promptly and compliantly to directives from the Board.

Develop relationships and operate in a credible professional manner with the media.

Develop and distribute in an appropriate manner, professional communications, and publications of the District to the community. (Ex: reports, newsletters, brochures, etc.)

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

To provide and foster, straightforward, cooperative, open, and beneficial relationships with other government entities and community groups. (Ex: Chamber, City, County etc.)

Develop, monitor, and evaluate hiring procedures of employees to ensure positions are filled with qualified candidates.

Maintain salary and benefit package at a reasonable and competitive level within the pay and benefit plan of the District.

Complete annual evaluations of staff with employee review to promote employee growth and improvement.

Develop, implement, and maintain a comprehensive risk management program.

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

Analyze and adjust operations of the District, ensure cost effectiveness, and maximize available resources.

Provide accurate and timely reporting of District finances with the clerk to the Board.

Review, adjust and update annually, comprehensive, and long-range planning to guide the District in establishing goals and anticipated future expenses.

Develop revenue generation opportunities from sources other than tax levies through user fees, grants, corporate and civic sponsorships, rentals, leases, and capital fund-raising campaigns.

Coordinate, Manage, and plan activities for year-round Parks and Recreation aspects. These may include winter outdoor skating facility, summer programs and facilities, Swimming Pool, Special Events and tournaments, and other tourism opportunities.

The above stated duties and tasks 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 positions, duties and tasks as they may change or be adjusted, as situations require.

JOB SPECIFICATIONS

Graduate of an accredited college or university with a BS Degree in Parks and a Recreation Administration or a related public management emphasis, with a minimum of 4 years full-time progressive management experience. CPRP (Certified Parks and Recreation Professional) is preferred.

The ability to effectively communicate verbally and in writing.

Knowledge of operational policies, procedures, accepted standards and methods of parks and recreation management.

The knowledge and ability to control multiple operations simultaneously and develop relationships beneficial to the District with other governmental entities, user groups, clubs, organizations, and associations.

The qualifications listed above are to be considered as a guideline. Other combinations of education and experience could provide the necessary knowledge, skills, and abilities to perform this job.

WORKING CONDITIONS

Working conditions of this position include individual private office, air conditioning and cellular phone.

Travel is required as part of professional involvement and representation of the District with some overnight stays.

Gas for a vehicle is provided for work situations.

Will require some evening, weekend, and holiday time depending on meetings and activities schedule.

Time available for office work is varied with multiple interruptions and schedule of meetings and assignments.

Office location at present is in City Hall.

Position considered representative of the Board at various functions upon request of Board as a group or solely.

General public contact is extensive.