**BOARDMAN PARK AND RECREATION DISTRICT**

District Manager

**Job Title:** District Manager

**Department:** Administration

**Reports To:** Board of Directors

**Summary:** Under the authority of the Board of Directors, the District Manager serves as the Chief Executive Officer of the district. This position is responsible for the overall management and operation of the district including responsibility for organizational planning, sustaining a viable funding base that supports district programs and facilities, development and maintenance of parks and facilities, promoting district activities and initiatives, and assuring that goals of the board and district are fulfilled.

**Essential Duties and Responsibilities** include the following. **Other duties may be assigned.**

* Work in collaboration with the Board of Directors to determine short and long-term plans and goals for the district and develop and administer District policies.
* Working with board officers and staff, manage the business of the board including establishing meeting schedules, producing and distributing agendas, public notices, and minutes, and managing public records.
* Work with and oversee department managers responsible for recreation programming, marketing, administrative services, customer service, parks, trails, and facility maintenance, and the allocation of resources.
* Serve as main contact to media, citizens, and business and government representatives.
* Tactfully and proactively resolve conflict between patrons, staff, and other district stakeholders.
* Manage District’s compliance with local, state, and federal regulations, statutes, and laws as they pertain to the district.
* Develop and manage all leases, agreements, and contracts in accordance with state and federal law.
* Develop and oversee Risk Management policies and procedures.
* Oversee legal issues and maintain all legal documents for the district.
* Oversee all insurance issues and work closely with agent of record.
* Work in collaboration with community and business leaders to establish and maintain partnerships.
* Develop, facilitate, and participate in community partner projects which encourage recreation, health, and wellness.
* Prepare and oversee the annual budget while prioritizing services, facility and staffing needs, and financial sustainability of services.
* Seek additional funding through securing federal, state, and local grants and other sources of revenue and/or in-kind services.
* Evaluate work performance of department managers and ensure that district-wide staff are formally evaluated as required by district policy.
* Manage development projects to ensure that they are completed in timely, financially prudent manner. Inspect completed work for conformance to blueprints, specifications, and standards.
* Interprets district policies to workers and enforce safety regulations.
* Initiates or suggests plans to motivate workers to achieve work goals.
* Confer with department managers to ensure that district activities are coordinated between individual departments.

**Supervisory Responsibilities**

Directly supervise department managers with indirect supervision responsibilities for other full-time, part-time, and seasonal staff. Carries out supervisory responsibilities in accordance with district policies and applicable laws. Ensures that personnel and safety policies are up-to-date and followed. Has final authority relating to employee discipline and discharge. Addresses complaints and resolves issues in a timely, professional manner.

**Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

* Analytical - Designs work flows and procedures.
* Design - Generates creative solutions; Demonstrates attention to detail.
* Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
* Project Management - Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
* Technical Skills - Strives to continuously build knowledge and skills; Shares expertise with others.
* Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.
* Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Keeps emotions under control; Remains open to others' ideas and tries new things.
* Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings.
* Written Communication - Writes clearly and informatively; Able to read and interpret written information.
* Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Supports everyone's efforts to succeed.
* Visionary Leadership - Displays passion and optimism; Inspires respect and trust; mobilizes others to fulfill the vision.
* Change Management - Communicates and leads change within the district effectively.
* Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Provides recognition for results.
* Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Accepts feedback from others; Gives appropriate recognition to others.
* Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self-available to staff; Provides regular performance feedback; continually works to improve supervisory skills.
* Quality Management - Demonstrates accuracy and thoroughness.
* Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Conserves district resources.
* Diversity - Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment.
* Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds district values.
* Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.
* Strategic Thinking - Develops strategies to achieve district goals; Understands organization's strengths & weaknesses.
* Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
* Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives; Organizes or schedules other people and their tasks.
* Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
* Quality - Demonstrates accuracy and thoroughness.
* Quantity - Completes work in timely manner.
* Safety and Security - Observes safety and security procedures; Reports and ensures potentially unsafe conditions are corrected; Uses equipment and materials properly.
* Adaptability - Adapts to changes in the work environment; Changes approach or method to best fit the situation.
* Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
* Dependability - Follows instructions and keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.
* Initiative - Asks for and offers help when needed.
* Innovation - Displays original thinking and creativity; Generates suggestions for improving work.

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

Bachelor’s Degree in Park and Recreation Management, Business Management, Public Administration or related field with a minimum of five years of progressively responsible management experience; OR Associate's Degree (A. A.) or equivalent from two-year college or technical school with 10 years or more of Park and Recreation or related experience; OR a combination of education and supervisory experience in parks and recreation or related field that demonstrates a capacity to fulfill the requirements of the position.

**Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively in public settings including settings involving staff, board, and/or allied organizations. Bilingual in English and Spanish preferred.

**Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills**

To perform this job successfully, an individual should have knowledge and experience with Microsoft Office Suite related software.

**Certificates, Licenses, Registrations**

Ability to obtain on Oregon driver's licenses

Preferred – Certified Park and Recreation Professional

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee is frequently required to walk. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts and vibration. The employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles; extreme cold; extreme heat and risk of electrical shock. The noise level in the work environment is usually moderate. **, JS\_8.1.1,JS\_8.1.1.1,JS\_8.1.1.4,JS\_8.1.2,JS\_8.1.2.1,JS\_8.1.2.5,JS\_8.1.3,JS\_8.1.3.1,JS\_8.1.3.2,JS\_8.1.3.3,JS\_8.1.3.4,JS\_8.1.3.5,JS\_8.1.4,JS\_8.1.4.2,JS\_8.1.4.3,JS\_8.1.4.4,JS\_8.1.4.5,JS\_8.1.5,JS\_8.1.5.3,JS\_8.1.5.4,JS\_8.2.1,JS\_8.2.1.1,JS\_8.2.1.2,JS\_8.2.1.4,JS\_8.2.1.5,JS\_8.2.2,JS\_8.2.2.1,JS\_8.2.2.2,JS\_8.2.2.4,JS\_8.2.2.5,JS\_8.2.3,JS\_8.2.3.1,JS\_8.2.3.2,JS\_8.2.3.3,JS\_8.2.3.5,JS\_8.2.6,JS\_8.2.6.1,JS\_8.2.6.5,JS\_8.2.5,JS\_8.2.5.1,JS\_8.2.5.2,JS\_8.2.5.3,JS\_8.2.5.4,JS\_8.2.5.7,JS\_8.3.6,JS\_8.3.6.1,JS\_8.3.6.2,JS\_8.3.6.3,JS\_8.3.1,JS\_8.3.1.2,JS\_8.3.2,JS\_8.3.2.1,JS\_8.3.2.2,JS\_8.3.2.3,JS\_8.3.2.5,JS\_8.3.3,JS\_8.3.3.1,JS\_8.3.3.2,JS\_8.3.3.5,JS\_8.3.3.7,JS\_8.3.4,JS\_8.3.4.1,JS\_8.3.4.2,JS\_8.3.4.3,JS\_8.3.4.4,JS\_8.3.4.9,JS\_8.3.5,JS\_8.3.5.2,JS\_8.4.2,JS\_8.4.2.1,JS\_8.4.2.2,JS\_8.4.2.4,JS\_8.4.3,JS\_8.4.3.2,JS\_8.4.3.3,JS\_8.4.3.4,JS\_8.4.4,JS\_8.4.4.1,JS\_8.4.4.2,JS\_8.4.4.3,JS\_8.4.4.4,JS\_8.4.4.5,JS\_8.4.5,JS\_8.4.5.1,JS\_8.4.5.2,JS\_8.4.5.3,JS\_8.4.6,JS\_8.4.6.1,JS\_8.4.6.2,JS\_8.5.6,JS\_8.5.6.1,JS\_8.5.6.2,JS\_8.5.6.3,JS\_8.5.6.4,JS\_8.5.6.5,JS\_8.5.8,JS\_8.5.8.1,JS\_8.5.8.2,JS\_8.5.8.4,JS\_8.5.8.5,JS\_8.5.9,JS\_8.5.9.1,JS\_8.5.9.2,JS\_8.5.9.3,JS\_8.5.9.4,JS\_8.5.9.5,JS\_8.5.10,JS\_8.5.10.1,JS\_8.5.11,JS\_8.5.11.2,JS\_8.5.12,JS\_8.5.12.1,JS\_8.5.12.3,JS\_8.5.12.4,JS\_8.5.1,JS\_8.5.1.1,JS\_8.5.1.3,JS\_8.5.2,JS\_8.5.2.1,JS\_8.5.2.2,JS\_8.5.2.3,JS\_8.5.3,JS\_8.5.3.1,JS\_8.5.3.3,JS\_8.5.3.5,JS\_8.5.4,JS\_8.5.4.6,JS\_8.5.5,JS\_8.5.5.1,JS\_8.5.5.3**