



POSITION DESCRIPTION

River Road Park and Recreation District believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the incumbent nor the organization to only the work identified. It is expected that each employee will offer his/her services wherever and whenever necessary to ensure the success of River Road Park and Recreation District.

Title: Superintendent

Department: Administration

Exempt/Non-Exempt: Exempt

Reports To: River Road Park and Recreation District Board of Directors

Salary Pay Grade/Range: Negotiated/TBD

Position Vacated/Effective Date: November 2020

General Position Summary:

Acts as Chief Executive of the District and is responsible for its management and operation. Oversees the administration of personnel, programs, services, and facilities. Executes maintenance planning and research; fiducial custodian of the District's financial and budgetary obligations; monitors serial and bond issues; manages community and public relations.

Essential Functions/Major Assignments:

- Oversees the implementation of programs and services for the District. Assesses performance.
- Directs and supervises senior staff regarding the interpretation and enforcement of District and departmental objectives and operational procedures. Hires, supervises, and evaluates department heads.
- Works collaboratively with all departments to establish a broad range of recreation activities.
- Maintains a systematic record of District activities, services, personnel, property, and finances.
- Directs and evaluates risk management strategies.
- Serves as administrative officer to the Board of Directors. Prepares and distributes all pertinent materials required for monthly board meetings. Manages official permanent records of agendas, minutes, and resolutions.
- Assists with the execution of the fiscal audit.
- Prepares and submits the budget monthly to the Board of Director's.
- Establishes and reviews District goals, conducts regular staff meetings, addresses departmental policies, program or budgetary issues, reviews proposed programs, activities, and special events.
- Facilitates and monitors all financial transactions for the District (i.e., accounts receivable and payable, payroll property tax revenue, etc.).



- Acts as liaison between local news and media outlets. Represents the District as spokesperson within the community and general public on a wide range of issues also directs outreach efforts in relation to the community's needs and desires.
- Develops and oversees a cooperative working relationship with other private, state, and regional agencies.
- Counsels with community groups and District patrons regarding complaints or suggestions pertaining to activities and park operations on a variety of issues.
- Develops, implements, and coordinates the enforcement of the District personnel policies including evaluations, hiring and firing procedures, salaries, benefits, grievances, affirmative action, training, and workshops.
- Informs the Board of Director's on matters and issues pertaining to any District issue that has an impact on the community.

Job Conditions:

- This position operates in a professional office environment.
- Routinely uses standard office equipment, especially computers and mobile devices
- In performance of the duties of this job, the employee is occasionally required to stand; walk; sit; use hands and fingers to handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear; and drive an automobile.
- The employee must occasionally lift or move office products and supplies, up to 20 pounds.
- This position may require travel, primarily within the state of Oregon.

Specific Job Knowledge, Skill and Ability:

- Must have knowledge of park and recreation operations, programming, and trends in recreation management and programming; or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the essential duties.
- Must have extensive knowledge of budget management and development.
- Broad knowledge of the principles and practices of budget preparation and administration, social, political, and environmental issues influencing program/project development and implementation.
- Knowledge and experience in business practices, organizational analysis, and efficiencies.
- Have personnel development skills to support staff at a variety of levels (theory, principles, practices of modern trends in management, parks and recreation, community services, and related fields).
- General knowledge of principles and practices of effective human resources management, training, and supervision.
- Must be able to establish and maintain an effective working relationship with an elected Board of Directors while implementing and carrying out the policies established.
- Have the proven ability to give direction and guidance to District staff by defining standards and principles of operation.



- Ability to develop and coordinate a broad range of public relations, community involvement, and public education programs.

Education, Experience, and Certification/Licensure:

Required

- Bachelor's degree in Park and Recreation Administration/Management or associated field.
 - Three + years of progressive park and recreation management experience, budget development and management, operations, public relations, and personnel management.
- OR
- An equivalent combination of education, training and experience sufficient to successfully perform the essential duties of the job.

Desired

- Master's degree Park and Recreation Administration/Management or associated field.
- A certified Parks and Recreation Professional.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. The Board of Directors has the exclusive right to alter this job description at any time without notice.

This is an accurate description of the essential functions of the position.

Employee Signature

Date

(The signature of the employee indicates this document has been read and is understood.)

Board President Approval

Date

(The signature of the Board President confirms the assignment of work to the employee.)