

Oquirrh Recreation and Parks District
KEARNS OQUIRRH PARK FITNESS CENTER

POSITION TITLE: Executive Director (Exempt) EFFECTIVE DATE: 9/1/2020
COMPENSATION: Grade 23
\$92,186 to \$138,278 annually depending on qualifications
DEPARTMENT: Administration

REPORTING RELATIONSHIPS:
POSITION REPORTS TO:
District Board of Trustees

POSITION DIRECTLY SUPERVISES:
Controller/Asst. Director, Aquatics
Manager, Marketing & Events Manager,
Recreation Manager, Facilities Manager,
Operations Manager, and Other's as
assigned

POSITION PURPOSE:

The Executive Director is responsible to fulfill the mission and adhere to the policies and procedures as set forth by the Oquirrh Recreation and Parks District Board of Trustees. Manage and direct the day-to-day operations, services, and personnel of the District. Create a positive work environment where personnel thrive and deliver results for the District. Ensure the financial stability and sustainability of the District. Foresee and plan for future opportunities for facilities and services in the District. Promote effective relationships with the community and other local, state, and national agencies.

ESSENTIAL FUNCTIONS AND BASIC DUTIES:

1. Oversee operations, services, and personnel of the District
 - a. Establish and implement effective organization structure, following legally compliant policies and procedures.
 - b. Implement and carry forward Board approved requests and expectations including procurement, elections, taxation, legal matters, forecasting, construction, State reporting requirements, and safety for the District.
 - c. Conduct periodic reviews and gather data of existing systems and procedures to ensure maximum operating efficiency and provide recommendations for improvements.
 - d. Ensure optimal scheduling and analyze sustainability of all programs, facilities, and services.
 - e. Ensure that District facilities are well maintained, clean, safe, and secure
 - f. Organize and attend Board meetings.
 - g. Keep the Board apprised of any material developments on a real-time basis.
2. Ensure optimal performance of facility personnel
 - a. Provide leadership to personnel by example with setting objectives, delegating, and communicating with District staff.

- b. Provide direction to the management staff which encourages individual strength and expertise, resulting in a high level of morale amongst management and staff.
 - c. Conduct regular staff meetings.
 - d. Hire, evaluate and promote managers and supervisors. Implement corrective action where needed.
 - e. Train and instruct personnel regarding policies, procedures, standards, and safety requirements.
3. Ensure the financial integrity and sustainability of the District
 - a. Project, prepare, implement, and monitor annual budgets.
 - b. Perform annual budget planning and implementation for capital improvements and maintenance obligations.
 - c. Oversee accounting policies and procedures to ensure compliance with GAAP.
 - d. Ensure compliance with all applicable statutory requirements for financial management and reporting of the District.
 - e. Oversee the annual audit of the District.
 - f. Oversee the preparation of monthly financial statements for the Board of Trustees.
 - g. Follow State and District procurement requirements.
4. Develop and implement effective District planning
 - a. Lead, direct and participate in accessing and developing short and long-term program, service and facility needs for the community and District Board of Trustees.
 - b. Ensure the development and implementation of effective and innovative programs in the District.
5. Establish professional business relationships in the community and other agencies
 - a. Coordinate activities with Granite School District and Salt Lake County Recreation to avoid duplication of services, maximize resources, and promote harmonious relations.
 - b. Represent the District at public meetings that impact policies, facilities and operations of the District.
 - c. By gathering analytical data, identify and serve the recreational and wellness needs of the community.
 - d. Provide positive public relations and resolution of conflicts concerning District affairs.
 - e. Serve as a representative for the District with the Utah Olympic Legacy Foundation and the Kearns Athlete Training and Event Center.
6. Other duties as assigned

QUALIFICATIONS:

Minimum Qualifications:

1. Graduation from an accredited four-year college or university with a bachelor's degree in Recreation, Business, Finance, Public Administration, or other degree with related experience.
2. Seven years progressively responsible experience in an administrative managerial position of a comparable government organization or local district.
3. Must be bondable and pass a background check.
4. Extensive knowledge of operation procedures of recreational facilities or other comparable facilities.
5. General knowledge and background of recreation/aquatic/fitness programs.
6. Understanding of community and local government organizations and their role in programs and facility planning.
7. General business, marketing, management, finance, and accounting knowledge including budgeting activities.
8. Excellent public relations, public speaking, and communication skills.
9. Analytical and creative thinking abilities.
10. Proven strong leadership and supervisory abilities.
11. Ability to coordinate and cooperate with other business and government entities.
12. Ability to function as a leader and team player.

Desired Qualifications:

1. Master's Degree from an accredited college or university.
2. CPRP or CPRE certifications from the National Recreation and Parks Association.
3. Additional years of experience in an administrative managerial position.
4. Knowledge of all related legal requirements including FLSA, FMLA, OSHA and ADA regulations.
5. Basic understanding of financing mechanisms and opportunities to secure future funds for growth and operations of the District.

WORKING CONDITIONS:

1. Willing and available to work evenings, weekends, holidays, and be on-call in case of emergency.
2. Occasional travel.
3. Light physical activity including typing, intermittent sitting, standing, and walking.
4. Exposure to stressful situations as a result of human behavior and stringent deadlines.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization. Job descriptions are not intended and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.