



CAREER OPPORTUNITY EXECUTIVE DIRECTOR

Oquirrh Recreation and Parks District
Db a Kearns Oquirrh Park Fitness Center
5624 S. Cougar Lane, Kearns, Utah 84118

POSITION TITLE: Executive Director (Exempt)
COMPENSATION: \$92,186 to \$138,278 - DOQ

CLOSING DATE: 9/27/2020
FACILITY WEB SITE: KOPFC.com

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:

- ◆ Oversee operations, services, and personnel of the District.
- ◆ Ensure optimal performance of facility personnel.
- ◆ Ensure the financial integrity and sustainability of the District.
- ◆ Develop and implement effective District planning.
- ◆ Establish professional business relationships in the community and other partner agencies.
- ◆ Other duties as assigned.

MINIMUM QUALIFICATIONS:

- ◆ 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.
- ◆ Seven years progressively responsible experience in an administrative managerial position of a comparable government organization or local district.
- ◆ Must be bondable and pass a background check.
- ◆ Extensive knowledge of operation procedures of recreational facilities or other comparable facilities.
- ◆ General knowledge and background of recreation/aquatic/fitness programs.
- ◆ Understanding of community and local government organizations and their role in programs and facility planning.
- ◆ General business, marketing, management, finance, and accounting knowledge including budgeting activities.
- ◆ Excellent public relations, public speaking, and communication skills.
- ◆ Analytical and creative thinking abilities.
- ◆ Proven strong leadership and supervisory abilities.
- ◆ Ability to coordinate and cooperate with other business and government entities.
- ◆ Ability to function as a leader and team player.

COMPENSATION AND BENEFITS

Participation in the Utah Retirement System
Vacation and sick time
Generous medical, dental and vision programs
Long-term disability insurance

Life insurance of \$50,000
Professional development and training
Employee assistance program
No relocation reimbursement

Please submit resumes to Patti Hansen, phansen@kopfc.com by midnight Sunday, September 27, 2020