

Chehalem Park and Recreation District

Job Description: Superintendent

Reports to: Board of Directors
Status: Regular Full-Time/Exempt
Salary: \$145,000 - \$155,000 (starting)

About Chehalem Park and Recreation District (CPRD)

CPRD is a special service district governed by an elected Board of Directors and supported through property taxes, user fees, grants, and other local and state funds. CPRD maintains and operates approximately 1000 acres of parkland in the Chehalem Valley. The district offers diverse recreation programs, classes for all ages, and provides facilities for this purpose. Currently, the district is operationally organized into three departments, Basic Services (Parks and Facilities), Special Services (Recreation), and Administrative Services that strive to provide district residents with outstanding park and recreation opportunities.

Description

The Superintendent is the Chief Executive Officer of the district. The Superintendent is appointed by and works under the supervision of the elected Board of Directors.

The Superintendent provides leadership, direction, visioning, and planning for the district; oversees all district's operations and management of personnel, activities, and programs; administers the district within budgetary and financial constraints; is responsible for strategic planning and implementation to meet current and future demands; performs community outreach and marketing for the district.

The Superintendent is responsible to ensure the district's mission and core values are incorporated into district operations, activities, and services, and to ensure the effective and efficient utilization of personnel, funds, equipment, facilities, and time. He/she supports a collaborative and inclusive organizational culture that values teamwork, creativity, and community engagement.

The Superintendent ensures that the district operates in accordance with state, federal, county and city laws and regulations.

Duties and Responsibilities

Board Support

- Serves as ex-officio member of the Board of Directors, responsible for the development of Board meeting materials (e.g., agendas, staff reports).
- Implements Board policy in managing District programs, facilities, and properties.
- Works with the board to establish short- and long-term goals for the district including plans to assure financial sustainability of district operations as the district grows.
- Oversees election procedures for Board Officer positions and filling Board vacancies; implementing local option levies, and bond issues; and ensures compliance with public meeting and records requirements.
- Performs other related duties as required.

Operations

- Provides the leadership, resources, systems, and processes to facilitate the effective operation of the district.

- Develop and maintain a positive working relationship with staff and contribute to a positive team atmosphere.
- Oversees the enforcement of safety and operating procedures, including compliance with health, safety and building codes.
- Oversees management of personnel and staff including establishing workloads, prioritizing work assignments, and evaluating employee performance; resolving staff issues; making hiring and termination decisions; and administering disciplinary action.
- Develops, interprets, and oversees the implementation of district policies and procedures.
- Oversees the development of all recreation programs for the district that promote optimum use of community facilities and meet community needs.
- Oversees the maintenance of all parks and facilities to ensure that all parks and facilities are well maintained, safe, and meet community expectations and district standards.
- Performs other related duties as required.

Financial Oversight

- Monitors revenue collections and evaluates, recommends, and implements new revenue sources and fee schedules.
- Responsible for securing grants and alternative resources from public and private organizations that support district operations, planning, and development.
- Ensure appropriate internal financial controls are in place.
- Serves as the district's budget officer. Directs District budget preparation in accordance with state law and district policies. Also monitors expenditures, prepare budgetary forecasts, and administers the approved budget.
- Working with staff, prepare for the annual audit performed by an external auditor in accordance with state budget laws.
- Plans, organizes, and administers the acquisition, disposition, maintenance, development, demolition, and management of District properties and facilities.
- Develops and implements a long-term, stable funding strategy/plan to assure that funding is available to adequately maintain existing parks, recreation facilities, and recreation programs.
- Performs other related duties as required.

Strategic Planning

- Develops and implements park and recreation-related strategic plans including new revenue strategies, efficiency opportunities, capital improvement plans.
- Develops strategic goals based upon present and future service demands and community needs to serve citizens of all ages.
- Organizes, plans, and directs the district's annual work in accordance with the district's master plan.
- Manages and oversees agreements and contracts with city, county, non-profit, and federal government entities.
- Performs other related duties as required.

Marketing and Community Engagement

- Works collaboratively with elected officials, other policy makers, community organizations, and citizens.
- Represents the District Board at meetings and associations concerned with district business and public image (e.g., Oregon Recreation and Park Association, National Recreation and Park Association, Special Districts Association of Oregon, Newberg Chamber of Commerce, etc.).
- Makes presentations on district programs and services; represents the district at local, state, and national seminars and conferences.
- Oversees district communications, including preparing various reports and information for staff, affiliate organizations, volunteers, citizens, supervisors, and elected officials.
- Engages citizen groups, advisory bodies and other concerned citizens in planning and implementing District programs and activities.
- Addresses citizens' complaints and incident/accident reports concerning park conditions and/or recreational programs and services.

- Directs and oversees the development of the marketing and publicity of CPRD facilities, programs, and events.
- Communicate effectively with the media, elected officials, the public and various interest groups, regarding sensitive and or complex matters.
- Cooperates with other public and private agencies to secure and fully utilize all available facilities for park and recreation purposes.
- Performs other related duties as required.

Education and Certifications

- Bachelor's Degree in recreation and park management, public administration, business management, urban planning, or related field. Master's degree preferred.
- Certified Park and Recreation Professional (CPRP) or Certified Park and Recreation Executive (CPRE) Certification is preferred.

Knowledge, Skills & Experience

- Minimum eight years of professional experience with progressive supervisory, management or director level positions.
- Local government or park and recreation experience is preferred.
- Knowledge of and experience with human resources, financial, and management practices.
- Proficient with computer programs that support the business operations of the district and an understanding of modern technology that can or will impact the district in its overall operation.
- Contract negotiation experience.
- Have experience in social, political, and environmental issues influencing program/project development and implementation.
- Knowledge of OSHA regulations and ability to identify existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees and the public.
- Communicate orally in the English language in a one-on-one or group setting.
- Produce written documents in the English language using proper sentence construction, punctuation, and grammar.
- Valid state driver's license with an insurable driving record.

Working Conditions

- **General Conditions:** Periodic travel to meetings, events and training is required. This may require overnight stays of more than two consecutive nights. Some evenings and weekends are required. The district is an at-will employer.
- **Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight.
- **Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Most tasks require the ability to communicate orally.
- **Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, hazardous materials, machinery, vibrations, traffic hazards, bright/dim lights, toxic agents, or rude/irate customers.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compensation

This is a salaried position. Employee wages are paid twice a month.

Benefits

As an employee of CPRD, benefits include a retirement plan with employer contribution up to 8%, \$10,000 life insurance, \$10,000 AD&D insurance, long-term disability, protected Family and Medical Leave, and an equivalent paid leave plan. This position includes paid vacation time, paid sick time, and 12 paid holidays. Additionally, CPRD offers health, dental, and vision insurance for the employee, the employee's spouse, and the employee's children.

Equal Employment Opportunity

Chehalem Park and Recreation District is an Equal Opportunity Employer and does not discriminate based on race, religion, color, sex, age, nationality, disability, veteran status, or any other classification protected by law.