



Executive Director Job Description

Title:	Executive Director
Immediate Supervisor:	Board of Directors
Department:	Administration
FLSA Status:	Full-Time; Exempt
Work Hours:	As Necessary to Satisfactorily Perform Duties
Hiring Range:	\$105,000.00 - \$140,000.00/yr.
Benefits:	Medical, Dental & Vision Insurance, Employee Assistance Plan, PTO (Paid Time Off), Illness/Injury Leave, Holiday Pay, Bereavement Leave, PERA Pension Retirement, Family Membership to Recreation Center, Worker's Compensation, Cell Phone Stipend.

This job description is established by the Eastern Rio Blanco Metropolitan Recreation & Park District (District) to outline the basic requirements, duties and general responsibilities of the position of Executive Director. This position is "at will", which means the District may terminate the employment relationship at any time and for any or no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship without notice at any time for any or no reason.

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Position Summary

The Executive Director is hired by and acts under the direction of the Board. As the Chief Executive Officer (CEO) of the District, the Executive Director is responsible for all aspects of the efficient and cost-effective operation and administration of the District, including all District employees, volunteers, independent contractors, and consultants. The Executive Director shall have the power and authority to organize, manage and control all activities necessary or appropriate for the efficient operation and administration of the District, in accordance with the policies and procedures established by the Board from time to time, in its sole discretion. The Executive Director works closely with the Board to develop and implement strategic operations initiatives, capital improvement plans and annual budgets. The Executive Director advises the Board on all matters relating to the planning, development, administration and operation of the District's departments. The Executive Director performs a variety of complex executive work in planning, directing, and coordinating management of the District, including Meeker Recreation Center operations, parks and other facilities operations, recreational programming, special events implementation and public relations.

Primary Duties and Responsibilities:

The following duties are an overview of the primary duties and responsibilities of the Executive Director and do not constitute an all-inclusive list.

1. Consistently promote a positive image of the District and effectively administer and conduct the ordinary and usual business and affairs of the District in a reasonable, prudent and professional manner; establish and maintain positive working relationships with the Board, District employees/volunteers, and partnering agencies;
2. Continuously monitor and evaluate the efficiency and effectiveness of the Recreation, Parks and Facilities Management, and Administrative Services Departments' methods, procedures, and overall operations; work with department managers to identify and implement opportunities for improvement;
3. Oversee the financial activities of the District, including the accounting, revenue collection, investments, expenditures and general management of the approved budget (and any amendments); assure that all departments stay within the approved budget and perform cost control activities and internal financial mechanisms; monitor all revenues and expenditures to assure sound fiscal control and effective and efficient use of budgeted personnel, operations, and capital funds;
4. Serve as the District's annual Budget Officer, ensuring the timely development and submission of a proposed budget each year in compliance with all statutory requirements and deadlines; keep the Board advised of the financial condition and future needs of the District and make such recommendations as the Executive Director determines are necessary or appropriate for sound financial management of the District, including but not limited to, periodically evaluating and recommending improvements to the District's administrative and financial internal control systems and procedures, and ensuring annual audit compliance;
5. Make recommendations to the Board regarding the establishment, consolidation, modification or elimination of any department, program or activity the Executive Director believes is necessary or appropriate for the efficient and effective administration and operation of the District;
6. Responsible for the efficient and effective administration, management and supervision of the District's workforce, including but not limiting to, hiring/appointment, promotion, demotion, layoffs, transfers, discipline, and training. Oversees human resource functions to ensure compliance with Employee Handbook and establish appropriate and effective practices and procedures for implementing and administering the Employee Handbook, as the Board may amend from time to time;
7. Maintain, review, develop and implement or enforce applicable laws, policies, procedures and standards established by the Board or industry best practices, for efficient, safe, and effective operation of the District;

8. Annually evaluate and update as necessary short-and long-range plans for programming, capital improvements, facility construction/renovation, staffing, and implement the plans as appropriate; prepare requests for proposals to provide for improvements to the District's parks and recreation facilities; oversee construction projects and facility improvements; and when appropriate, write grants to support District projects;
9. Promote and assure coordination of the District's programs, recreational activities, and projects with other community organizations, such as the school district, the Town of Meeker, and various community agencies. Represent the District's interests effectively and professionally in public meetings and in the community, and through verbal, paper and electronic communications with governmental agencies and private entities, the community and the District's citizens;
10. Attend all study sessions, and all regular and special meetings of the Board, and participate in discussions with the Board in an advisory capacity; oversee Board initiated standing or special committees or task force activities;
11. Work with the Administrative Services Manager in support of Board functions to prepare and post agendas, prepare meeting minutes, prepare financial and other relevant reports for the Board packets; meet regularly with the Board President to ensure compliance;
12. Work with the Designated Election Official to ensure all regular and special District elections are conducted in a cost-effective, efficient and legally compliant manner;
13. Perform such other duties as may be assigned by the Board, in its sole discretion, from time to time.

Mandatory Qualifications and Requirements:

1. Possess a Bachelor's or Master's degree in Parks and Recreation Administration or closely related field from a nationally accredited educational institution, *and* a minimum of five (5) years' experience in recreation programs and facility operations that include experience in coordinating, supervising and administering multi-program operations, *or* any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for excellent job performance;
2. Possess and maintain a valid Colorado Driver's License with good driving record;
3. Ability to multi-task and prioritize multiple projects correctly;
4. Work a schedule that includes early mornings, evenings, weekends, and holidays;
5. Work well in a progressive, team-oriented environment;
6. Possess a positive attitude, and be a self-starter; and,
7. Ability to read, write, speak and understand the English language at a level adequate to perform the job.

Desired Qualifications and Requirements

1. Ability to read, write, speak and understand the Spanish language.

Working Environment/ Physical Requirements

The position involves physical and sedentary activities in and around an indoor recreation facility, and periodic activities in the District's outdoor areas.

1. Physical activity is required; for example, the ability to lift items of 20-50 pounds occasionally.
2. This position acquires standing, walking, kneeling, swimming, stooping/bending, lifting, pushing, pulling, pinching, gripping, reaching over head, reaching away from body, and repetitive motion in an indoor environment with high temperatures, humidity, moisture and noise.
3. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision and;
4. This position involves periods of high mental and/or emotional stress.