



South Whidbey Parks & Recreation  
District

## Executive Director

Salary Range: \$94,269 - \$123,000      Status: Regular, full-time (exempt)  
+ Excellent benefits package

### **NATURE OF WORK**

This position is professional and supervisory in nature and is responsible for a variety of professional and administrative work in planning, developing, scheduling, directing and implementing parks and recreation programs. Under the broad policy guidance and direction of the South Whidbey Parks & Recreation District Board of Commissioners, the Director is responsible for overall supervision and operation of recreational programs and park facilities, parks planning, the Comprehensive Plan and Capital Improvement Plan projects.

### **ESSENTIAL FUNCTIONS**

- Responsible for guiding the district's park planning and development by implementing strategic and long-range planning, development, and management of park projects from inception through completion.
- Composes, submits, and monitors grant applications and compliance. Steers the bond and levy election processes for the district. Also researches any additional potential funding development opportunities on a local, state, and federal level.
- Conducts, selects, and manages all bids, requests for quotation (RFQs), and quotes for contracted services, consultations and equipment purchases. Ensures compliance with district parameters and standards, whether large or small public works rosters (SPWR).
- Develops and implements policies, procedures and standards for efficient and effective operations and maintenance of department operations. Assures compliance with established policies and procedures. Communicates official plans, policies, and procedures to Board, staff and the general public.
- Hires necessary staff; plans and organizes workloads of staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed. Determines work procedures and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Represent the district and engage with the local community by building and maintaining positive relationships with, but not limited to: the general public, sports clubs, youth organizations, schools, service nonprofits, and other island public agencies and its elected officials.

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- Regularly performs a needs assessment and implements changes and new programs to meet the recreational needs of the community. Develops, maintains, and implements a current parks and recreation district master plan, comprehensive plan, and trails plan.
- Prepares and administers budget for all fiscal areas of the District; assures that assigned areas of responsibility are performed within budget. Prepares and provides regular fiscal information to the Board of Park Commissioners.
- Coordinates recreational programming and facility usage with other agencies and organizations such as the school district, sports organizations, civic organizations and various community-based organizations.
- Encourages and aids in the promotion of parks and recreation programs and events through publicity, partnerships and joint program brochures with various community organizations, and public contacts; speaks before citizen groups, students and other organizations.
- Supports district-wide parks and recreation programs and facilities, including active and passive use spaces. Assumes an active and/or key role at district special events.

#### **SUPERVISORY RESPONSIBILITIES**

Supervises all full-time, part-time, contracted and seasonal personnel, and volunteers, either directly or through subordinate supervisors. Influences and motivates by utilizing communication skills and using a holistic approach in managing the organization's operations and personnel within a collaborative workplace.

#### **PERIPHERAL DUTIES**

Serves as a member to various District and community committees, as assigned. May drive vehicles on various field trips or other work-related needs. Assists staff in the performance of their duties as required.

#### **KNOWLEDGE, ABILITIES & SKILLS**

- Thorough knowledge of the principles and practices of modern parks and recreation programs
- Thorough knowledge of equipment and facilities required in a comprehensive parks and recreation program
- Thorough knowledge of the principles and practices of Public Administration and working with an elected Board of Commissioners
- Extensive knowledge of the principles and practices of maintenance, construction, and use of public buildings and park facilities and grounds
- Extensive knowledge of aquatic facility, campground, and recreational facility design and management.
- Considerable knowledge of community recreation needs and resources

- Working knowledge of the principles and practices of office management, work organization and supervision.
- Ability to plan, organize, coordinate and implement a comprehensive community parks and recreation program
- Ability to coordinate, analyze, and utilize a variety of reports and records;
- Ability to communicate effectively, verbally and in writing
- Ability to establish and maintain positive and effective working relationships with employees, supervisors, other agencies and the public.
- Proficient in Office 365, social media platforms, WordPress, recreational registration software, and virtual public meeting management.

**SPECIAL REQUIREMENTS, PHYSICAL DEMANDS AND WORKING CONDITIONS**

of a valid Washington State Driver’s license, or ability to obtain one within one month, is required. Must be bondable.

This position works from the District office and the ability to work a flexible schedule is required. However, work is also performed out of the office and a some degree of physical mobility is required to provide supervision of programs and events at various locations.

**ADDITIONAL QUALIFICATIONS**

A Bachelor’s Degree in any related field to parks & recreation management, natural resources management, supervision and management, or recreation/sports programming and at least five years of supervisory experience required.

A Bachelor’s or Master’s Degree in Public Administration is preferred. Actively pursuing further education in direct and ancillary fields is encouraged.

Certified Parks and Recreation Professional (CPRP) and/or Certified Parks and Recreation Executive certification through National Parks & Recreation Association (NRPA) preferred.

Member or familiarity with Washington Recreation and Parks Association (WRPA), National Recreation and Parks Association (NRPA), and Municipal Research and Services Center of Washington (MRSC) preferred.

**INTERESTED PARTIES**

Interested parties should send a resume and cover letter accompanied by a [South Whidbey Parks and Recreation District employment application](#) to:

South Whidbey Parks and Recreation District  
 ATTN: Executive Director Search  
 5475 Maxwellton Road  
 Langley, WA. 98260

Or via email at [swparks@swparks.org](mailto:swparks@swparks.org)

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