



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 Capital Facilities Plan and CIP projects.

ESSENTIAL FUNCTIONS

- 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.
- Prepares and administers budget for all fiscal areas of the District; assures that assigned areas of responsibility are performed within budget. Provides regular fiscal information to the Board of Park Commissioners.
- Hires necessary staff; plans and organizes workloads of staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Promotes interest in parks and recreation programs through publicity, partnerships and joint program brochures with various community organizations, and public contacts; speaks before citizen groups, students and other organizations.
- Plans, coordinates and directs district-wide parks and recreation programs and facilities, including active and passive use spaces.
- Provides leadership and direction in the development of short and long-range plans.
- Reviews program areas and implements changes and new programs to meet recreational needs of the community; develops, maintains, and implements a current parks and recreation district master plan, comprehensive plan, and trails plan.
- Supervises and manages the planning and construction of new parks, playgrounds and capital improvements.

- Determines work procedures and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Schedules and runs various physical and cultural activities throughout the year, such as sports tournaments, Race the Rock Triathlon, etc.
- Coordinates recreational programming with other agencies and organizations such as the school district, sports organizations, civic organizations and various community-based organizations.
- Applies for and administers grant applications for capital improvement projects
- Maintains liaison with local and state agencies as well as other public officials.
- Provides professional advice to Board of Commissioners, civic groups and the general public.

SUPERVISORY RESPONSIBILITIES

Exercises administrative direction over all full-time, part-time, contracted and seasonal personnel, and volunteers, either directly or through subordinate supervisors.

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
- 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 effective working relationships with employees, supervisors, other agencies and the public.
- Ability to operate computer equipment, keyboarding at 45 wpm, and other office machines

SPECIAL REQUIREMENTS

Possession of a valid Washington State Driver's license, or ability to obtain one within one month, is required. Must be bondable. Proper documentation to fulfill the requirements of the Immigration and Nationality Act within three (3) days of employment is a condition of employment with the South Whidbey Parks & Recreation District.

PHYSICAL DEMANDS AND WORKING CONDITIONS

This position works from the District office, located at Community Park. However, work is also performed out of the office and a high degree of physical mobility is required to provide supervision of programs and events at various locations. Ability to work a flexible schedule is required. Physical capabilities to participate in recreational activities such as pushing and pulling; throwing objects to demonstrate/participate in activities; reaching overhead and horizontally; hearing and speaking to exchange information and make presentations; seeing to read materials and monitor activities; dexterity with hands and fingers to operate sports equipment and a computer keyboard. Ability to lift 50 pounds required.

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.

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) and National Recreation and Parks Association 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