

Job Description: Executive Director

Job Title: Executive Director

Department: Executive

Reports to: Board of Commissioners

FLSA Status: Exempt

Classification: Executive/Senior Level Officials and Managers

Work Hours:

Pay Scale: \$80,498-\$103,498/year

Primary Job Function: Serves as the chief executive officer of Fidalgo Pool & Fitness Center ("FPFC") under the direction of the Board of Commissioners ("BC") and in accordance with the rules, regulations and policies of the District and the laws of the State of Washington. The Executive Director ("ED") executes all executive and administrative powers and duties in connection with the conduct of FPFC operations and serves as strategic advisor, consultant, and staff to the BC.

Required Qualifications:

- Bachelor's degree
- Experience developing program budgets and managing budgets
- Demonstrated ability to effectively present information and respond to questions from the Board of Commissioners, management, staff, and the general public.
- 5+ years of management experience
- Excellent written and verbal communication skills
- Demonstrated people skills
- Effective problem solver
- Experience with Payroll and Human Resources
- Experience with Microsoft products and Excel in particular

Desired Qualifications:

- Experience as an Executive Director
- Familiarity with Open Public Meetings Act
- Familiarity with State statutes
- Aquatics/fitness industry experience
- Knowledge of IT systems and processes
- Experience working with a board of directors/commissioners
- Familiarity of Red Cross CPR and First Aid staff training requirements
- Fundraising experience
- Customer relations experience
- Project management experience
- Familiarity with QuickBooks or other financial software

Essential Functions and Responsibilities:

- Under the BC, organizes, directs, and supervises all FPFC services in accordance with BC direction and policy.
- Monitors all public services to ensure safety, quality, and patron satisfaction.
- Human Resources Management
 - Oversees FPFC human resource development and management.
 - Directly and indirectly supervises, trains, cross-trains and evaluates professional, technical, and clerical personnel on a regular basis to be certain that all staff positions are adequately filled, and that work is performed to expectation, as defined by current job description.
- Directly oversees four departmental managers. Assists managers in developing, scheduling, planning, and staffing.
- Administers compensation and benefits.
- Oversees and documents disciplinary processes, including warnings, probation, and terminations.

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- Maintains a current personnel file for each employee of the District.
- Strives to maintain a positive work environment at all times, driving retention of qualified personnel.
- Oversees the aquatics program, including operation of the pool and its programming and staffing. Meets periodically with lifeguards and instructors to identify issues and improvements.
- Oversees the land-based fitness program, including operation of the gym and upstairs fitness classes, ensuring proper coverage, equipment, and personnel. Meets periodically with fitness instructors to identify issues and improvements.
- Oversees the front desk cashiering staff, ensuring proper coverage and personnel. Meets periodically with cashiers to identify issues and improvements.
- Oversees the Thunderbird Aquatic Club (TAC), ensuring proper coaching staff for coverage and safety.

Financial Management

- As FPFC's Chief Financial Officer, the ED prepares, justifies, and controls the budget with full responsibility for all aspects of the fiscal administration of FPFC funds, and effective stewardship of FPFC resources.
- Submits a draft annual budget to the Commissioners for review/discussion at the October Board meeting and a final budget for approval at the November meeting.
- Presents accurate and timely financial reports for monthly meetings, fully explaining any variances between actual and budgeted results.
- Oversees voucher preparation, ensuring accurate and timely (a) payment to vendors; and (b) reimbursement from the County Auditor.
- Prepares the monthly payroll, enrolling new employees on the payroll system and updating existing employee data, as needed. Ensures that PERS payments are remitted on an accurate and timely basis.
- Oversees daily bank deposits, reconciling with POS reports and deposit slips, entering detail to the QuickBooks accounting system. Oversees bank statement reconciliation, performed by an independent third-party.
- Oversees rental or other contractual negotiations and agreements.

- Analyzes and recommends annual fee schedule changes to the BC.
- Oversees monthly tax reporting to the Washington State Department of Revenue.

Strategic Leadership

- Organizes and coordinates the Park and Recreation District Maintenance & Operations Levy authorized by the State of Washington RCW 36.69.140. Provides necessary information to the electorate. Promotes public awareness of the levy request. Coordinates election efforts with other agencies. Delivers levy documents to the County prior to November 30 due date.
- Leads effort to replace the current Park and Recreation District governance structure with a Metropolitan Park District, including planning, gaining city and county support for a ballot measure, and gaining community support to approve a ballot measure.
- Leads effort to replace the current facility with a new facility, including planning, gaining community support, funding (e.g. through donations, grants and public financing), and constructing a new aquatic center.

BC Meetings and Community Outreach

- Prepares for BC meetings, including agendas, prior minutes, voucher requests, resolutions, management updates, action items, and financial statements.
- Provides support and assistance to Friends of FPFC and the TAC governing board, attending monthly meetings, providing support and coordinating activities between these organizations and FPFC.
- Maintains a positive relationship between FPFC and its patrons through personal outreach, response to suggestions/complaints and by promoting effective communication through the web site, social media, newsletters, and electronic signage.
- Attend community service organization meetings, such as rotary, Kiwanis, and chamber of commerce, to promote awareness and support for FPFC programs and initiatives.

Other Responsibilities

- Follows appropriate RCWs to ensure no significant findings in tri-annual audits from the Washington State Auditor.

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- Maintains a current FPFC Policy Manual that accurately reflects BC direction and which complies with federal, state and local laws and ordinances.
- Ensures compliance in procurement and contracting laws.
- Ensures security of patron information and financial data.
- Maintains and updates computers and network as needed.
- Oversees the update and maintenance of the web site and facility software.
- Maintains FPFC's comprehensive facility and strategic plans, promoting a long-range mission and vision, to be periodically reviewed with BC and staff.
- Oversees the preparation and documentation of all accident/incident reports involving the District.
- Interface with insurance underwriters, as needed.
- Interface with legal representation as needed.
- Researches and procures funding sources for capital programs.
- Other duties as assigned.

Success Factors / Job Competencies:

- Able to process payroll, benefits, retirement, and unemployment
- Ability to take on new responsibilities and own process
- Risk mitigation and management
- Ability to influence and manage a positive work environment
- Ability to work with partner entities for day-to-day management and capital campaigns (city, school district, hospital, service groups, and non-profit support organizations)

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk or hear. This is largely a sedentary role; however, some filing and walking is required. This would require the ability to lift up to 50 pounds, open filing cabinets, bend or stand on a stool, and walk up and down stairs as necessary.

Work Environment:

This job typically operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines in addition to working around aquatic facility grounds.