

# Vashon Park District Executive Director Job Description

The Executive Director manages the Vashon Park District's operations, including the development and maintenance of recreational programs, facilities, and recreation services. The Executive Director organizes, directs and supervises the District in accordance with established Vashon Park District policies and is directly responsible to the Board of Commissioners.

The Executive Director position is regular, full-time, exempt with benefits and compensation in the range of \$125,000 - \$150,000 depending on experience.

## **Core Essential Duties and Responsibilities:**

- Anticipates and analyzes trends, developments, and issues in parks and recreation. Facilitates and develops with the Board and staff a strategic planning process and implements approved strategic goals.
- Oversees all programs, services, and activities to ensure that objectives are met and align with the organization's mission.
- Plans, prepares, and manages all fiscal operations of the District. Develops and manages a Board-approved annual operating budget that reflects and meets strategic goals while keeping the District financially sustainable.
- Develops and maintains systems, standard operating procedures, and resources that facilitate the effective operation of the organization. Ensures there is a well-defined organizational structure that supports the efficient and effective delivery of programs, services, and customer satisfaction.
- Oversees recruitment, selection, and employment, following employee hiring practices, of all personnel, including volunteers, needed for the operation of the Park District.
- Hires, develops, motivates, and supervises a committed, talented professional staff and corps of volunteers. Ensures that effective human resource systems exist for performance management, compensation, rewards/recognition, and professional growth and development.
- Plans for present and future needs of the parks, facilities, and programs.
- Solicits and administers grant funding.
- Develops and implements fundraising and financial development strategies and programs to meet organizational goals.
- Solicits and administers the bid process and contracting for public works projects and purchased goods and services.
- Creates and maintains positive alliances, partnerships, and collaborations with other organizations in the non-profit, private, community, and public sectors to support and advance the organization's mission. Represents the District to the community and other organizations.
- Promotes public awareness, education, and visibility for issues related to the District's mission, programs, and services.
- Responsible for the proper and adequate administration of programs, staff, areas, facilities, planning and research, finance, public and community relations, records, and reports in accordance with the policies and procedures.

- Coordinates District operations and planning with appropriate city, county, state, and federal agencies.
- Ensures safety, maintenance standards, and VPD policies are efficiently implemented and upheld according to VPD-approved practices.
- Reports directly to the VPD Board of Commissioners. Provides timely reports, responds to commissioner requests, and works cooperatively with the commissioners to promote VPD.
- Establishes and maintains appropriate systems for dialogue and communication between the Board and staff to ensure the Board maintains a good knowledge of the organization.
- Performs other related duties as required.

### **Leadership Competencies**

- **Acts with integrity:** Demonstrates principled leadership and ethical business conduct; has high personal standards; is congruent and authentic.
- **Motivates Others:** Creates strong morale and spirit; mobilizes people to take action; encourages and empowers others to achieve; shares wins and successes.
- **Listens Well:** Listens well to understand various points of view; patiently hears people out; actively conveys understanding; is open to influence.
- **Leads Courageously:** Takes a stand for his/her values; puts self on the line to deal with important issues; addresses difficult issues promptly; brings conflicts and disagreements into the open and resolves them collaboratively; takes accountability for his/her decisions.
- **Builds Relationships:** Initiates and develops relationships with others as a key priority; treats people with dignity and respect, shows care and concern for people's well-being and safety, sees differences as an opportunity to learn and approach things uniquely.
- **Uses Sound Judgment:** Grasps complexities and perceives relationships among problems and issues; gathers relevant information; considers broad range of factors; makes timely and effective decisions; uses appropriate decision-making styles.
- **Manages execution:** Takes initiative; follows through; gets going on important priorities; sets clear objectives and measures; delegates and empowers others to take action; brings things to completion.
- **Self Manages:** Clear sense of personal purpose and values; knows own strengths and limitations; monitors own reactivity; continuously learns about his/her impact on others

### **Qualifications**

- Bachelor's Degree, or equivalent experience. Master's degree preferred.
- Proven experience operating a public entity, including primary responsibility for meeting budgetary mandates.
- Experience leading and motivating staff and working collaboratively with a board.
- Expertise in financial operations, public works and contracting, grant writing, program planning, budget development, and maintenance and project management.
- Excellent communication and presentation skills
- Proven ability to work effectively with staff and public with tact and courtesy.