

## **Madras Aquatic Center Recreation District Executive Director Job Description**

### General Duties

The executive director will serve at the pleasure of the Madras Aquatic Center Recreation District (“District”) Board of Directors (the “Board”). The executive director will serve as District’s chief executive officer. The executive director is responsible for District’s overall leadership, direction, and administration, including, without limitation, implementation of all District policies established by the Board.

### Education and Experience

- Bachelor’s degree or equivalent education/experience in management, business, and/or related field.
- Minimum 3-5 years of prior management experience, recreation or aquatic management experience preferred. Strong personnel management skills and at least 3 years of fiscal management oversight.
- Leadership experience in public and/or private administration. Knowledge and significant experience in public entity operations, services, and finance, including, without limitation, budget development and implementation.
- Managerial and personnel administration experience in the public and/or private sectors. Excellent communication skills. Experience facilitating conflict management and resolution. Ability to collaborate and develop effective community partnerships.
- Knowledge and general understanding of federal, state, and local laws, regulations, and ordinances governing special districts.
- Possession of (or ability to obtain within six months of employment) valid Oregon driver's license. Bondable (or the insurance equivalent).

### Skills

- Strong management skills and ability to develop, lead, and nurture high performance and a professional atmosphere.
- Ability to lead and manage volunteers and employees; ability to select, supervise, train, and evaluate personnel according to District’s personnel policies and procedures.
- Highly collaborative, organized, and efficient. Strong work ethic and demonstrated conflict resolution skills.
- Excellent writing and communication skills (including interpersonal communication). Ability to prepare clear and concise reports; prepare and administer budgets; and research, analyze, and evaluate new service delivery methods and techniques. Ability to read, interpret, apply, and explain federal, state, and local laws, regulations, ordinances, and policies.
- Strategic thinker and planner, problem solver, and ability to lead the Board and staff in ongoing strategic planning and implementation efforts.
- Ability to plan, organize, and direct District operations, services, and activities. Analyze situations accurately and adopt an effective course of action. Develop (with Board input and direction) and administer District goals, objectives, and procedures.
- Ability to identify and respond to community and Board concerns and needs. Ability to establish

and maintain effective and important community partnerships.

### Working Conditions

- Occasionally ascends/descends stairs, ladders, and ramps. Work also consists of moving throughout buildings and various sites.
- Remains in stationary positions (e.g., seated position) for extended periods of time. Remains in a standing position for extended periods of time. Sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and squatting in the performance of daily activities. Grasping, repetitive hand movement, fine coordination in writing reports and conducting financial and statistical analysis using a computer keyboard.
- Expressing or exchanging ideas by means of the spoken word to impart oral information to the Board, staff, and/or public. Communicate (orally and in written form) detailed instructions to others accurately, loudly, and/or quickly.
- Work involves perceiving the nature of sounds by ear. Work also involves having clarity of vision at various distances.
- Travel to various locations inside and outside the City of Madras, as necessary.
- Evening and weekend work may be required to attend meetings and meet deadlines.

### Essential Functions

The essential duties and responsibilities of the executive director include, without limitation, those duties and responsibilities identified below:

- Responsible for all District operations. Oversight of all District activities and operations, including the collection and disbursement of public monies and purchasing (or procurement) of supplies, services, and equipment. Represent District in a professional manner while on and off duty.
- Direct and participate in the implementation of District goals, objectives, policies, priorities, and procedures. Manage and coordinate projects and programs to accomplish the Board's goals and objectives. General supervision over all District property and equipment.
- Confer with District's legal counsel (and other professionals) concerning matters affecting District's operations when necessary or appropriate.
- Establish appropriate service and staffing levels. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures. Properly allocate resources.
- Plan, direct, and coordinate District programs. Review and evaluate work methods and procedures. Meet with management to identify and resolve problems.
- Assess and monitor workload, administrative support systems, and internal reporting relationships; identify opportunities for improvement. Make, or cause to be made, studies and surveys of the duties, responsibilities, and work of District personnel.
- Oversee the development and administration of the District's budget. Ensure financial soundness and integrity of the District to ensure its capability to meet commitments and to maximize the delivery and provision of District programs.
- Develop community relations programs and policies. Properly represent the District to neighboring jurisdictions, governmental bodies, organizations, and the news media. Meet with citizens to review and resolve customer service and other issues.
- Communicate with federal, state, and local officials and legislators to present the District's viewpoint on pending administrative and legislative actions.

- Provide leadership and direction in such areas as major projects and long-range capital programs. Direct the preparation of plans and specifications for Board policies.
- Provide support to the Board. Assist Board members with a variety of activities, providing leadership and information as requested.
- Attend and participate in professional group meetings. Stay abreast of new trends and innovations in the field of special district administration and management.
- Interview, hire, and train; plan, assign, and direct work; mentor; appraise performance; address complaints and resolve problems.
- Attend each Board meeting, unless excused by the Board; report directly to the Board.
- Perform such other duties and responsibilities as directed by the Board from time to time.

### Employment

The executive director is a salaried exempt employee under state and federal laws. The executive director will work on a regular full-time basis, with the ability to work irregular hours, including nights and weekends, as necessary or appropriate. The executive director is employed on an at-will basis.

If determined necessary or appropriate, the Board may modify, supplement, revise, change, and/or delete all or any part(s) of this job description.