

WEST END PARK AND OPEN SPACE COMMISSION

JOB DESCRIPTION

Job Title:	Executive Director
Accountable to:	West End Park and Open Space Commission
Supervises:	Full time, part time, seasonal and contractual employees, instructors, staff and volunteers

Primary Objective of the Position: Responsible for the overall administration, operation and function of the West End Park and Recreation Commission, its facilities and programs. The position requires a minimum of a 40- hour work week plus nighttime, weekend and holiday hours as necessary to accomplish the goals and objectives of the Commission.

TYPICAL EXAMPLES OF WORK

Administration:

- Direct, manage, and supervise all operations and activity of the Commission.
- Works with the Participating Municipalities to implement, manage, supervise, operate and administer the master plan for the West End Regional Park.
- Works with the Participating Municipalities to implement, manage, oversee, operate and administer the West End Open Space and Recreation Plan (adopted January 2003)
- Provide direction and leadership to the Board and officers of the Commission.
- Manage the finances of the Commission including the operating, capital, program, and grants budgets. Process and account for all revenues and expenditures in compliance with Commission policy.
- Handle and account for all monies received or expended in compliance with Commission-established policy. (financial, programs, facility usage, personnel)
- Attend all meetings of the Commission.
- Assist the Board in development of short- and long-range planning.
- Serve as the Commission's Project Manager for capital improvement projects. Coordinate additional professional services as required to achieve project goals.
- Schedule all activities within the West End Regional Park and any other activities assigned to the Commission by the Participating Municipalities and School District.
- Investigate, acquire, administer, and monitor grants from various public and private sources.
- Implement fundraising efforts to support the Commission and its activities.
- Oversee and coordinate all in-kind services for all applicable Commission functions and capital projects.
- Promote a cooperative working relationship with the Commission and participating municipalities, as well as other local, regional, state and federal government and voluntary agencies.
- Recruit and recommend staff for hiring. Schedule and supervise all West End Park and Open Space Commission staff and volunteers. Assure that all staff and volunteers comply with all standard operating procedures and Board policies.
- Assure adequate and appropriate record keeping and presentation of reports to the Commission as required.
- Promote the regional park and all Commission owned and/or operated open space, greenways, parks, and recreation programs within the community.

Administration: (cont.)

- Purchase needed supplies.
- Manage any open space, greenways, parks and recreation properties and facilities assigned by the Participating Municipalities to be under the jurisdiction of the Commission.
- Other duties as assigned.

Maintenance:

- Oversee and manage all maintenance activity for the regional park and other facilities under the jurisdiction of the Commission.
- Assure proper upkeep, maintenance and appearance of the regional park and all facilities and grounds assigning tasks to other staff as appropriate and completing the work himself/herself as necessary.
- Assure the regional park and any other parks assigned to the Commission are prepared for all scheduled use.
- Hire and supervise outside contractors as needed.
- Coordinate maintenance work with the appropriate departments of the Participating Municipalities as necessary.
- Other duties as assigned.

Programming:

- Develop, administer, supervise and evaluate a broad program of recreation activities for all age groups and interests respective of the resources and needs of the residents of the Participating Municipalities and school district. (Also for residents outside of the Participating Municipalities boundaries provided that such programming is of primary benefit to residents of the Participating Municipalities)
- Supervise the scheduling and rental of the regional park and any other parks and facilities that have been assigned to the Commission for scheduling and rental purposes.
- Contract with outside agencies and individuals, as necessary, to provide program instruction.
- Contract with outside agencies for the use of their facilities for Commission programs, when necessary.
- Encourage optimum use of all parks and greenways under the Commission jurisdiction.
- Other duties as assigned.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge:

- Thorough knowledge of the philosophy, principles, practices and methods of parks and recreation administration, organization, programming and maintenance
- Knowledge of township government operations
- Knowledge of park and recreation grant application procedures and policies
- Knowledge of public relations
- Knowledge of municipal budgeting and accounting methods
- Knowledge of public administration and personnel management

Skills:

- Oral and written communication skills
- Management skills
- Organized planning skills
- Creativity and initiative

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES (cont.)

Abilities:

- Ability to be self-motivated and to work effectively with little supervision
- Ability to exercise professional and administrative judgment in planning and carrying out the Commission's objectives
- Ability to establish effective working relationships with subordinates, higher authorities, public agencies and private organizations
- Ability to plan, train, supervise and evaluate the work of others
- Ability to operate standard office equipment including but not limited to a computer, desktop publishing programs and word processing software
- Ability to exercise good judgment, courtesy and tact when dealing with the public
- Ability to hear, understand, read and speak the English language
- Ability to apply mature judgment and exercise control of a group of participants
- Ability to maintain a consistent attitude supporting the goals and objectives of the Commission
- Ability to represent the Commission in a positive, professional manner at all programs and meetings

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's Degree in Parks and Recreation or related field
- Certified Parks and Recreation Professional (CPRP) preferred, but not required
- Previous management experience
- Possession of a valid motor vehicle operator's license
- Experience working with local governments, especially intergovernmental experience, preferred
- Act 34 and Act 151 clearance must be obtained prior to the start of employment

EMPLOYMENT CONDITIONS

- The successful candidate will serve a one (1) year probationary period.
- Written and oral evaluations will be performed on or before six (6) months after hire date and at the end of the probationary period.
- The successful candidate will enter into an employment agreement with the West End Park and Open Space Commission

12/13/21