

GRANVILLE RECREATION DISTRICT

Job Description Form

Job Title	Executive Director		
Location	Granville, OH		
Div/Dept			
Reports to	GRD Board of Trustees	Date	November 2009

Level/Grade	Type of position:	<input checked="" type="checkbox"/> Exempt
	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Nonexempt
	<input type="checkbox"/> Part-time	
	<input type="checkbox"/> Contractor	
	<input type="checkbox"/> Intern	

PURPOSE / KEY RESULTS

Under the general direction of the Granville Recreation District Board of Trustees, oversees short term and long range planning process for the District. Plans, develops, and administers a program to provide park facilities and recreational programs. Manages maintenance, administrative and support activities through full and part-time personnel and community volunteers. Responsible for all personnel, financial and budgetary management, policy development and community relations functions of the District.

ESSENTIAL RESPONSIBILITIES

1. Directs staff and is responsible for hiring full-time, part-time and seasonal staff, training, scheduling and handling employee relations issues. The Board must approve all full and part-time hires.
2. Responsible for the overall short term and long range planning, development and implementation of all parks and recreation operations in line with the goals and objectives established by the Board of Trustees of the Granville Recreation District. Develops updates and maintains the master plan in concert with the Board's directions. Maintains community relations in regard to all GRD plans.
3. Responsible for the financial management of the department, includes developing and administering the budget, authorizing expenditures or recommending approval to the Board of Trustees, overseeing the collection and handling of all fees and other receipts, paying all monies due and is responsible for department accounting.
4. Evaluates physical condition of park and recreation property for safety concerns, repairs needs and improvements. Responsible for ensuring a safe environment in all facilities associated with the District. Recommends improvements in line with best practices in recreation management.
5. Oversees all developmental and improvement projects, includes working with various organizations providing in-kind contributions of equipment and labor in the planning and development of such projects. Prepares cost estimates and makes recommendations on projects to the GRD Board of Trustees. Prepares and maintains plans for all improvement projects.
6. Directs the organization, improvement, and maintenance of all parks areas and facilities. Participates in maintenance activities such as mowing and trimming grass, landscaping activities, removal of trash, and other maintenance tasks.
7. Verifies and compiles payroll records for the department. Prepares personnel records and files for employees and performs related administrative and record keeping functions.
8. Oversees all sports programs through the team sports staff including soccer, softball and all other sports that may be or become part of the programs offered. Prepares league rules, code of conduct and by-laws, establishes registration procedures, arranges sites, schedules, and responds to concerns or problems regarding the sports programs.

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9. Assists residents with inquiries and concerns regarding recreational programming and investigates and follows-up on complaints or questions.
10. Researches grant and alternative funding alternatives, prepares grant applications, and makes presentations. Oversees the expenditure and accounting of grant funds and ensures compliance with grant requirements.
11. Makes presentations to community and fraternal organizations, businesses, individuals and the public to inform them of park operations and receive input on facilities or programs in need of improvement.
12. Works with and or belongs to other civic, community and service organizations within the district to further the goals of the Recreation District.
13. Responds to and resolves complaints regarding parks and recreation operations.
14. Coordinates media relations with newspapers, radio, and television and coordinates promotional projects. Prepares promotional materials and media releases, conducts radio programs, and initiates other promotional methods.
15. Serves as Secretary to the Board of Trustees.
16. The Director will serve in all other roles or duties as the Board of Trustees determines necessary.

KEY WORK EXPERIENCES / EDUCATION

Education: Bachelor's Degree in Parks Management, Outdoor Recreation, or closely related area.

Experience: Four years of experience in parks and/or recreation management with responsibility for park field management, park development, personnel management, and financial management.

A combination of education and/or experience may be considered.

Other Requirements:

Valid Ohio Driver's License, or ability to obtain.

Successful completion of Background check as required by Ohio law

[The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job related selection or promotional criteria]

Physical/Mental Requirements: [This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.]

- Ability to regularly travel to the various parks locations.
- Ability to enter and retrieve information from computer.
- Ability to walk over uneven terrain in order to inspect trails and parks.
- Squatting, stooping, and kneeling to inspect construction work and other park components.
- Ability to perform as an official in various sports including running up and down the playing surface and other related officiating activities.
- Extensive walking to inspect parks.
- Ability to access the various locations of the parks or facilities.
- Walks over uneven terrain to inspect parks perform maintenance tasks. Ability to climb stairs, ladders and scaffolding.
- Climbing into trucks and onto other equipment.
- Lifting ability to remove trash and debris, tree limbs and other items.
- Ability to lift materials or equipment weighing up to 80 lbs. Ability to operate a variety of power equipment.
- Ability to perform all grounds maintenance tasks.

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Working Conditions:			
<ul style="list-style-type: none"> • Works in office conditions and the various parks and recreation locations. • Works outside in varying weather conditions. • Exposure to people from all social, economic and cultural backgrounds • Exposure to equipment where risk exists of getting burned bruised or scraped. • Exposure to environmental allergens such as grass, weeds and pollens. • Must be willing to work weekends evenings and holidays to meet the needs of the position 			

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	
DATE HIRED	