**Executive Director**

Classification: Full-Time/Exempt

BENEFITS: Full Benefits Package of the Park District

SUPERVISOR: President of the Board of Park Commissioners

ESSENTIAL JOB DUTIES:

* Responsible for the overall management, supervision and operation of the Williston Parks & Recreation District (“Park District”) as the Chief Administrator;
* Develop with the Park Board Commissioners, Management Team, staff, and volunteer organizations, the operations, capital improvements, staffing, maintenance, acquisitions and financing plans in order to provide and maintain a comprehensive year round public parks and recreation program utilizing multiple facilities and grounds owned, operated, leased and rented by the Park District;
* Responsible and accountable to the Park Board Commissioners for the management, directing and supervision of the District’s financial assets, operations, properties, facilities, programs and staff to provide public park and recreation opportunities for the community of Williston;
* Responsible for the preparation of finances and administration of the annual park district budget;
* Manage, Supervise and Evaluate the work of the following staff: Facility/Program Director, Marketing Coordinator, Finance Manager, Human Resources/Payroll Manager, Parks Superintendent, Golf Superintendent and Administrative Assistant;
* Directs and Coordinates the management team that includes: Facility/Program Director, Marketing Coordinator, Finance Manager, Parks Superintendent, Golf Superintendent, Recreation Superintendent, Facilities Supervisor, Athletic Field Foreman and Aquatics Supervisor;
* Manage equipment and construction projects; or assign staff to oversee them;
* Set agenda and coordinate monthly board meeting;
* Facilitate the work of various advisory boards and committees;
* Must formulate and implement operating policy, procedure and guideline within the District, as they relate to personnel, public relations, planning, purchasing, record keeping, accounting, maintenance, development and programming in accordance with local, state and federal law;
* The Executive Director shall be the official medium of communication between the employees of the District and the Park Board Commissioners.

MINIMUM QUALIFICATIONS:

* Sufficient experience to understand the basic principles relevant to the major duties of the position;
* Knowledge and level of competency commonly associated with the completion of a bachelor’s degree in a course of study related to the field or at least five years of equivalent work experience;
* Ability to manage and supervise a fast paced and fast-growing Park District;
* Effective oral and written communication;
* Must be able to practice a high level of confidentiality;
* Excellent organizational and computer skills;
* Current CPR Certification, or able to obtain within 6 months;
* Ability to work weeknights and weekends;
* Ability to work with limited supervision;
* Ability to lift a minimum of 30 pounds or heavier lifting with other employees;
* Knowledge of operational policies, procedures, accepted standards and methods of the parks and recreation field;
* The knowledge and ability to manage multiple tasks;
* Possession of or ability to obtain (within 30 days) a valid driver’s license issued by the State of North Dakota for the type of vehicles or equipment operated;
* Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation.

The Final Filing Date for this recruitment is TUESDAY, MAY 31, 2022.

ADDITIONAL INFORMATION:

To be considered for this exceptional career opportunity, submit your letter of interest, resume detailing your qualifications, and two letters of recommendation to:

Kate Cote, Human Resources Director

PO Box 1153

Williston, ND 58802

(701) 774-9773

[kate@wprd.us](mailto:kate@wprd.us)