



*"Parks and Recreation for All Seasons and All People"*

## DEVILS LAKE PARK BOARD

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### JOB OPENING

Supt. of Parks & Recreation  
Devils Lake Park Board  
Devils Lake, ND

The Devils Lake Park Board is accepting applications for the Supt. of Parks & Recreation position. The position is for managing the overall operations of the Devils Lake Park District including all parks, golf course and other park district facilities and programs. This person will work with the Board of Park Commissioners, staff, community organizations, City of Devils Lake and Devils Lake School District to effectively operate the entire park district with the budget available.

This position is responsible for formulating and implementing operating policies, procedures and guidelines 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 laws.

The position is responsible and accountable to the Board of Park Commissioners of the management and supervision of the District's financial assets, operation, properties, facilities and staff to provide public parks and recreational opportunities for the Devils Lake and Lake Region area.

A complete job description and how to apply are available by contacting the Devils Lake Park Board by email to: [dlparkboard@gondtc.com](mailto:dlparkboard@gondtc.com) or calling 701-662-8243. Deadline to apply: August 10, 2022. Approximate starting date is October 1, 2022.



# DEVILS LAKE PARKS AND RECREATION

## JOB DESCRIPTION

### JOB INFORMATION

- Title:** Superintendent of Parks and Recreation
- Classification:** Administration/Exempt
- Salary Range:** Negotiable  
Salary adjustments are determined annually by the Devils Lake Park Board Commissioners
- Benefits:** Standard benefits of the District are provided
- Supervisor(s):** Park Board Commissioners

### JOB SUMMARY

To manage operations of the Devils Lake Park District as the Superintendent of Parks and Recreation. Develop a team with Park Board Commissioners, management teams, staff and community organizations to manage a comprehensive municipal Parks and Recreation District.

To formulate and implement policies, procedures and guidelines within the District, community, state and federal law relative to human resources, public relations, planning, purchasing, accounting, maintenance and programming.

### RESPONSIBILITY/ACCOUNTABILITY

Responsible and accountable for the management and supervision of the District's budget, operations, properties, facilities, and personnel to provide park and recreation opportunities for Devils Lake.

### **DUTIES AND TASKS**

Prepare and distribute comprehensive, accurate and timely information to the Board as it relates to Board meetings and operational information.

Make professional, decisive, sound and thoughtful presentations and recommendations to the Board.

Communicate information openly, consistently and on a regular basis with the Board, managers, staff and community.

Respond promptly and compliantly to directives from the Board.

Develop relationships and operate in a credible professional manner with the media.

Develop and distribute in an appropriate manner, professional communications and publications of the District to the community. (Ex: reports, newsletters, brochures, etc.)

Develop and maintain cooperative, responsive and credible relationships with user groups, clubs and associations within the policies of the District.

To provide and foster, straightforward, cooperative, open and beneficial relationships with other government entities and community groups. (Ex: CVB, Chamber, etc.)

Develop, monitor and evaluate hiring procedures of full-time employees to ensure positions are filled with qualified candidates.

Evaluate utilization of full-time staff to ensure personnel are appropriately matched to position with individual management knowledge, skills and abilities.

Maintain salary and benefit package at a reasonable and competitive level within the pay and benefit plan of the District.

Complete annual evaluations of full-time staff with employee review to promote employee growth and improvement.

Develop, implement and maintain a comprehensive risk management program.

Define, establish and control fiscal management of the District within the policies and procedures established by the Board, ordinances and state law.

Analyze and adjust operations of the District, ensure cost effectiveness and maximize available resources.

Provide accurate and timely reporting of District finances to the Board.

Review, adjust and update annually, comprehensive and long range planning to guide the District in establishing goals and anticipated future expenses.

Develop revenue generation opportunities from sources other than tax levies through user fees, grants, corporate and civic sponsorships, rentals, leases and capital fund raising campaigns.

The above stated duties and tasks are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the positions duties and tasks as they may change or be adjusted, as situations require.

### **JOB SPECIFICATIONS**

Graduate of an accredited college or university with a BS Degree in Parks and a Recreation Administration or a related public management emphasis, with a minimum of 7 years full-time progressive management experience. CPRP (Certified Parks and Recreation Professional) is preferred.

The ability to effectively communicate verbally and in writing.

Knowledge of operational policies, procedures, accepted standards and methods of parks and recreation management.

The knowledge and ability to control multiple operations simultaneously and develop relationships beneficial to the District with other governmental entities, user groups, clubs, organizations and associations.

The qualifications listed above are to be considered a guideline. Other combinations of education and experience could provide the necessary knowledge, skills and abilities to perform this job.

### **WORKING CONDITIONS**

Working conditions of this position include individual private office, direct secretarial services, air conditioning and private phone line.

Travel is required as part of professional involvement and representation of the District with some over night stays.

A vehicle will be provided for Park Board related travel.

Will require some evening, weekend and holiday time dependent on meetings and activities schedule.

Time available for office work is varied with multiple interruptions and schedule of meetings.

Office location at present is in the Quentin Burdick Sports Arena.

Position considered representative of the Board at various functions upon request of Board as a group or solely.

General public contact is extensive.