

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

JOB DESCRIPTION

Title: Division Director
Reports to: Executive Director
Position Status: Full-time
Payroll Status: Salaried

JOB SUMMARY

The Division Director is responsible for overall leadership, organization, management, and supervision of either the Park Division or the Recreation Division and is responsible for District's park, recreation facility, and open space systems, and for Division community, professional service, and contractor relations, programs, safety, operations, budgets, rates, revenues, facilities, and equipment. Distinguishing characteristics: The Division Director is distinguished from the Superintendent in terms of responsibility for long-range planning of parks and facilities, for overall division management duties, and responsibility for all Division related services within the District. Serves on the District Leadership Team.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

1. Plan, implement, and evaluate divisional goals and programs for park services operations, and manage user group and intergovernmental agreement programs with local jurisdictions.
2. Coordinate and provide overall leadership to long range and ongoing Division planning and formulate park and recreation organization and development programs.
3. Direct and oversee scheduling and supervision of crews and personnel, volunteers, contractors, or other providers. Also function as a back-up and working supervisor.
4. Direct and coordinate the Division's professional service functions including relations with architects, landscape designers, horticulturist, arborist, safety consultants, and engineers.
5. Oversee training and orientation of staff regarding Division services and District procedures, forms, and programs, and serve as resource on day-to-day activities.
6. Direct and monitor Division projects, functions, facility and equipment operations, safety, and compliance with regulatory standards. Also responsible for accident investigations, risk management, and program safety and quality assurance.
7. Direct and coordinate development and construction of District parks and facilities.
8. Manage construction of new parks, facilities, and equipment with other District divisions and departments.
9. Responsible for preparation of division budgets and advising the Executive Director on a regular basis regarding the status of budgets and accounts. Also responsible for the purchase of equipment and supplies and for assisting on fund raising and grants.
10. Serve as a resource to the Executive Director, Commissioners, Division directors, Department managers, and District staff; and attend Board of Commissioner meetings.
11. Understand and knowledgeable in personnel and operations policies and procedures.
12. Attend various continuing education meetings, seminars, and workshops.
13. Participate in Risk Management Committee.
14. Act as back up to Executive Director when unavailable.
15. Perform other duties and responsibilities as assigned by supervisor.

QUALIFICATIONS

- Equivalent to five years senior level management, supervisory, operations, community and customer relations, safety, regulatory, and administrative experience, as well as park and recreation organization, development, and construction management experience.
- Requires Bachelor's Degree in Parks & Recreation Administration, Public Administration, or closely related field, or equivalent experience and training supplemented with continuing education workshops.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to plan, organize, direct, lead, and troubleshoot Division services and safety of a multi-department organization and its facilities.
- Thorough knowledge of parks and recreation organization and development with knowledge of project management including developing standards and facility administration.
- Ability to effectively lead and articulate visions, goals, and management philosophies.
- Skill in forward thinking and ability to identify problems or issues and develop effective solutions, resolve complex problems, and gain cooperation among interested groups.
- Ability to lead others to common goals and to work cooperatively with other employees, division and department heads, and the public. Ability to accept direction for departmental and divisional improvement and shift from reactive to proactive approaches.
- Knowledge of and ability to implement trends and practices in parks and recreation organization, management and community interests.
- Ability to lead with a growing District and participate in collaborative activities.
- Ability to interpret and analyze program, regulatory, and management information.
- Ability to effectively manage and supervise diverse work activities of professional and technical colleagues in a manner conducive to proficient performance, high morale, and District effectiveness.
- Ability to prepare and present clear and concise short-term and long-range comprehensive parks service program plans and reports using applicable software.
- Ability to communicate effectively both verbally and in writing.

WORK ENVIRONMENT AND PHYSICAL EFFORT

This is a non-smoking environment. Work is performed in a parks service field, office and public meeting place environment. and routinely requires evening meetings and weekend duties. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This individual is regularly required to stand; walk; talk or hear.
- The individual is occasionally required to stoop, kneel, or crouch.
- This individual is frequently required to sit for long period at a time.
- The individual must regularly lift and/or move up to 20 pounds.
- This job includes repetitive keyboarding and working with spreadsheets and programs on a computer screen.

SIGNATURES

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Employee Name

Manager Name

Employee Signature

Manager Signature