



EXECUTIVE DIRECTOR

Position:	Executive Director
Department:	Administration
Reports to:	Board of Directors
Location:	Ogle Admin. Office
Status:	Exempt
Annual Salary:	\$115,000-\$185,000

***Note:** As a local government entity EPRD must comply with the Colorado Open Meetings Act (commonly known as the “Sunshine Law”) and the Public Records Act. If you are selected as a finalist during the interview process, we must make the list of finalists available to the public. In addition, the finalists will be required by these laws to conduct an interview in a public session with the EPRD Board of Directors.

BACKGROUND

Evergreen Park and Recreation District (a Colorado Special District)

The Evergreen Park and Recreation District (EPRD) serves a population of approximately 25,000 citizens with an annual operating budget of \$6 - \$7 million including a capital budget of about \$1 million plus bond issues. Staff includes approximately 34 full-time and up to 250 part-time/seasonal employees. The District includes two recreation centers, both of which include pools, weight and cardio workout rooms, meeting rooms and exterior recreation amenities. Wulf Rec Center houses the District’s gymnasium and also is the primary location for children’s services and gymnastics. Buchanan Rec Center hosts a climbing pinnacle and a “play” pool and the Buchanan area also has several grass ballfields (baseball, soccer, football). EPRD also owns and/or manages several other outdoor facilities and parks including Marshdale Turf Fields and Park (owned), Stagecoach Park (owned), and Kittredge Park and Arrowhead Park (both managed/maintained). We also partner with other entities including Denver Mountain Parks (Evergreen Lake at Dedisse Park), Jeffco Open Space and Jefferson County Public Schools for field maintenance and use of facilities. Further information is available at the EPRD website at: <https://www.evergreenrecreation.com>.

NATURE OF WORK

Under the direction of and in close collaboration with the EPRD Board of Directors, the Executive Director (ED) acts as the Chief Executive Officer (CEO) of the District. In this role, the ED is responsible for the overall operations of the District. The ED’s duties, which are further described below, include providing strategic direction for the District, managing finances, obtaining grants, community outreach, collaborating with EPRD partners, directing day-to-day operations, selecting recreational services to offer, managing and hiring staff, and implementing capital improvement projects.

ESSENTIAL FUNCTIONS

1. Provides the District with overall direction and strategic leadership

- Leads the District internally and publicly in a manner consistent with the District mission, policies, goals, and objectives established by the Board of Directors.
- Builds a robust, collaborative culture of transparency, active communication, and shared leadership, working to envision and implement a cohesive organization driven to provide excellent services to customers.
- Cultivates a strong working relationship with the Board of Directors through effective and responsive engagement with all members, both at and between Board meetings.
- Formulates strategic planning to guide and improve District services to patrons.
- Provides oversight and direction to the senior management team to ensure that departmental efforts coincide with strategic goals and direction and that appropriate services are provided to District constituents.
- Responsible for the annual budget and ensures it aligns with strategic goals and ongoing operations of the District.
- Primary negotiator for agreements between the District and other entities including other governmental agencies, service providers and community partnerships.
- Represents the entire District in internal and external communication.

2. Provides strong internal executive management

- Directly supervises and mentors the Leadership Team - select, lead, evaluate, develop, mentor and discipline senior management staff based on sound human resources practices and District goals.
- Delegates senior management responsibilities appropriately and effectively.
- Shares knowledge, exchanges information, ideas and opinions, challenges assumptions and works effectively



with the management team as well as the Board of Directors.

- Contributes to building consensus, at times subordinating interest group or specific program objectives to meet the broader needs of the District.
- Initiates and supports staff-initiated procedures or programs to improve productivity or efficiency.
- Guides development of the marketing plan to ensure appropriate and effective marketing of the District's programs.
- Maintains legal compliance in all areas of district operations by consulting with legal counsel for guidance and direction.
- Establishes and implements staff training and development plans to provide cross training of employees, specific job-related training and other approaches to provide opportunities for staff flexibility and development.
- Oversees the consistent application of best practices in the area of human resources, including regular, substantive performance reviews, clear policies for responding to harassment and other workplace complaints and appropriate background checks on new hires, along with other appropriate tasks.

3. *Determines the scope and character of park and recreation product development (programs, services and facilities), including operations and maintenance*

- A "Realistic Visionary" who can plan, and implement new, fiscally responsible recreation opportunities for the District on a continuing basis.
- Collaborates with department managers and evaluates resource allocation across all facilities and operations as related to shifting needs and interests of the community.
- Leads and directs the management team and staff in the development and implementation of operational policies and practices related to use, maintenance and development of park areas and recreation facilities.
- Sets level of service standards based on data and information collected including broad based citizen input, trends, best practices and current use patterns in the District while ensuring implementation through management team to all staff.
- Determines priorities and funding sources for major maintenance and renovation projects while developing annual work plans to implement the District's long-term goals, minimizing deferred maintenance.
- Guides planning and implementation of safety and risk management programs for all District operations
- Negotiates contracts and rental agreements with various facility users, contractors and service providers as required.

4. *Directs the preparation of and manages the District's budget and finances*

- Responsible for direct oversight of district finances by assisting with, reviewing and monitoring the annual budget, investments, annual audit, and financial forecasting.
- Estimates costs and implementation of long-range plans within budget and schedule, while ensuring statutory compliance and maintaining contract standards and internal/external reporting.
- Formulates budget strategies, policies and projections based on the compilation of data from all District programs, parks, and facilities and related recreation opportunities.
- Regularly reviews fees and charges and recommends adjustments as needed based on an acceptable cost recovery target.
- Proactively seeks grants and other alternative funding opportunities while managing funding workflow.
- Sets budget priorities related to the development, renovation and improvement of parks, recreation facilities and historic properties, major maintenance projects, and human resources.
- Determines effective budget reporting format and makes related budget presentations as requested by the Board of Directors.

5. *Serves as a liaison or District representative to groups including other government agencies, non-profit or special interest groups or individual citizens*

- Establishes effective alliances with the community, other government agencies and media by serving as a visible spokesperson to the local community and attending and speaking at public hearings and meetings.
- Establishes and provides effective outreach to individuals, community groups, and elected and appointed officials to work toward common goals.
- Negotiates and coordinates District services and activities with community organizations and governmental agencies, as needed, in order to sustain or enhance service levels to the public.
- Responds to public inquiries and provides information to the media and presents to boards/commissions and



community organizations as required.

REQUIRED KNOWLEDGE, SKILLS, and ATTRIBUTES

- Strong decision-making, project management and executive skills.
- Demonstrated ability to manage a diverse workforce to achieve the District's mission, including:
 - Delegating tasks to others.
 - Measuring and monitoring the effectiveness of projects.
 - Building consensus with staff and external constituents.
- Demonstrated knowledge/understanding of financial statements, budgeting and financial analysis.
- Demonstrated ability to develop strategic planning and guidance consistent with the District mission, utilizing input from the Board, the community and staff to prioritize initiatives while translating strategic goals into quantifiable annual plans, and measurable objectives.
- Demonstrated ability to negotiate agreements between a diverse set of partners and providers.
- Demonstrated ability to interact with a diverse group of people from staff to the public at large in communicating the District's mission, strategic plan and operational initiatives.
- Initiates discussions and interactions among various stakeholders to improve District operations and offerings consistent with the District's mission and strategic plan.
- Functional knowledge of grant application development and completion, funding sources and related legislation.
- Ability to plan, direct, supervise and evaluate programs, assess overall District effectiveness in exercising its mission.
- Ability to inspire and coach others with clear direction, while also motivating and empowering direct reports.

REQUIRED TRAINING, EXPERIENCE, AND QUALIFICATIONS

- Bachelor's or Master's Degree from an accredited university, preferably in a Business discipline [(Management / Organizational Management / Strategic Management), (Finance / Financial Management / Accounting)], Public Administration, or Park and Recreation Management. A degree in another discipline is acceptable, as long as the candidate has work, budget, and contract experience.
- Minimum 15 years work experience
- Minimum of 8 years of management experience.
- Employment history demonstrating increasing levels of management experience.
- History of involvement with budget preparation and financial statement comprehension.
- Excellent written and verbal communication skills.
- Preferred - Experience with Special Districts (including Parks and Recreation Districts) or equivalent.
- Preferred – prior experience with private-sector business.
- Preferred - 8 or more years of work experience related to public recreation.
- Valid driver's License.
- Demonstrated interest in providing recreational services to a community.

WORKING ENVIRONMENT

The majority of work is performed indoors in an office type environment where noise and interruptions prevail. Occasional environmental condition encountered include noise, dust, and odors.

PHYSICAL REQUIREMENTS

Must be able to frequently bend, walk, kneel, stoop, reach and lift in performance of duties. Occasionally, will be required to assist in lifting and moving a maximum of 25 pounds. Must exhibit manual dexterity to manipulate keyboards, calculators, and communication systems. Strong communication skills utilizing multiple mediums-verbal, written and presentation required.

SUMMARY OF BENEFITS

To find more information on benefits, please select the URL listed under 2021 Summary of Benefits at <https://www.evergreenrecreation.com/155/Job-Opportunities>.

Please note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with this job.

The Evergreen Park & Recreation District is an equal opportunity employer.

EPRD does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

**EPRD | 1521 Bergen Parkway | Evergreen, CO 80439
720.880.1100
evergreenrecreation.com**