



Sisters Park and Recreation District Job Description

Job Title: BUSINESS MANAGER

Department: Administration

Reports To: Board of Directors

Status: Exempt, Fulltime

Job Purpose: Chief Executive Officer of the District. Responsible for overall management and operation. Oversees and coordinates all work and resources of the District to insure that meaningful, high-quality park and recreation services are delivered to the community.

Duties and Responsibilities:

District Administration

- Organize and direct programs and services of the District.
- Work collaboratively with the Board of Directors to determine short and long term plans and goals for the District and develop implementation strategies.
- Assist the Board with developing policies for the District.
- Provide information to District's Board of Directors on current issues and assist in the decision making process. Assist with training of Board members. Develop meeting agendas.
- Supervise program managers in the implementation of District policy, coordination of District work, and allocation of resources.
- Work closely with media, citizens, and business and government representatives to build support for District and assist where appropriate in developing community services.
- Work closely with program managers to ascertain present and future park and recreation needs for the community. Prepare long-term plans and budgetary requirements to meet these needs.
- Perform other job duties as required.

District Financial Operations

Manage financial operations of District to achieve established goals within budgeted funds and available resources. Organize, plan, implement and monitor the day-to-day, short term, and long term financial affairs of the District.

- Serve as the budget officer of the District.
- Prepare annual budget and present to the budget committee.
- Prepare and analyze financial reports.
- Manage annual budget.
- Supervise and assist employees with purchases, budget preparation, and monitoring of revenues and expenditures.
- Maintain records of District fixed assets and property inventory.
- Prepare for annual audit performed by external auditor, in accordance with State budget laws.

Business Operations

Manage all business matters for the District; contracts, procurements, insurance, legal issues/pending litigation and risk management. Minimize potential loss to the District and maximize assets.

- Write and administer all leases, contract and agreements in accordance with state and federal law.
- Develop and oversee Risk Management policies and procedures.
- Risk Management: Minimize areas of potential risk to the District. Manage claims.
- Oversee legal issues, working closely with the District's legal counsel.

- Maintain all legal documents for the District.
- Write and administer intergovernmental and facility use agreements.
- Write and interpret District policies. Maintain District policy manual.
- Solicit bids and make recommendations to the Board for legal services, banking services, audit services, and insurance services.

Human Resources

Manage all aspects of human resources, including wage and salary administration, employee benefits, recruitment, employee relations, training and development, and personnel policy administration.

- Develop and administer fair and contemporary personnel and salary policies and practices.
- Develop, write and interpret personnel policies and procedures. Maintain personnel policy manual.
- Manage all aspects of human resources; ensure compliance with all civil rights laws, wage and hour laws, and personnel policies.
- Manage recruitment for the District; oversee hiring procedures; coordinate drug screens; conduct background checks.
- Conduct new employee orientation and training.
- Oversee the employee performance evaluation process.
- Administer wages and salaries for full time, part time and seasonal/temporary employees.
- Monitor employee eligibility and administer all District benefits; health insurance, paid and unpaid leave, including FMLA and OFLA.
- Advise managers on compliance with labor laws and personnel policies
- Manage and oversee discipline and discharge procedures.
- Maintain personnel files, employee medical files, background and drug screen records; ensure security and privacy of all records.
- Administer and oversee all workers compensation claims and Early Return to Work programs for injured workers.
- Maintain accurate and up-to-date job descriptions for all positions.

Alternative Funding Sources

Generate alternative revenue, including but not limited to cash, in-kind, gifts, donations, sponsorships, grants, and partnerships to benefit the District.

- Research grant resources and opportunities; prepare and submit grants.
- Manage District wide grant program including; preparing and/or overseeing reports to comply with grantor requirements; monitoring distribution and record keeping of grant funds to assure compliance and integrity with grantors.
- Foster and maintain positive grantor and donor relationships.
- Maintain a data base of grant and partnership opportunities
- Maintain a data base of donors to the District.

Recreation Program Operations

Direct and manage recreation services for the District. Responsible for administration, planning, organization, and supervision of all recreation program services.

- Administer and oversee the total recreation services operation.
- Plan, coordinate, and implement District goals and objectives into recreation programming.
- Oversee the development of and promotion of a broad, diversified range of recreation activities and services.
- Provide direction and supervision of recreation program managers in such areas as program development, staffing issues, and implementation of cooperative agreements.
- Establish and maintain a program evaluation system to gather input from participants regarding program preferences and quality, and to measure general customer service.
- Coordinate and communicate recreational needs and issues to the Board of Directors, staff, and the community.
- Supervise (either directly or indirectly) all recreation personnel matter; recruitment, selection, training, evaluation, promotion, disciplinary action, and conflict resolution.

Building Maintenance and Operations

Coordinate building maintenance and repairs including custodial services, repair work and vehicle maintenance.

- Coordinate daily building maintenance and cleaning.

- Coordinate building and grounds maintenance and repairs.
- Coordinate regular maintenance of District vehicles.

Supervisory Responsibility: Direct supervision is exercised over Front Office Coordinator, Program Managers and volunteers. Indirect supervision is exercised over entire District staff and special project teams.

Knowledge, Skills, and Abilities: Knowledge of local government law and operational procedures. Knowledge of Oregon Administrative Rules, Oregon Revised Statutes, budget law, and generally accepted accounting practices. Knowledge of risk management and safety controls. Extensive knowledge of civil rights laws, wage and hour laws, and accepted employment practices. Knowledge of fundraising and development administration and practices. Extensive knowledge of the theory and philosophy of recreation. Professional understanding of the wide variety of activities which make up a District recreation program and technical ability to plan and implement the programs. Excellent public relations and public speaking skills: oral and written communication skills; planning and research skills. Ability to work closely and effectively with elected Board of Directors, and with individuals representing diverse interests. Ability to prioritize and organize work, use independent judgment, and meet multiple project deadlines. Exceptional ability to work cooperatively with others and create a positive, constructive relationship with the Board, staff and the general public.

Qualifications:

Bachelor's Degree in Park and Recreation Administration and/or satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

Working Conditions:

Position requires long hours, which include attendance at early morning and evening meetings at various locations throughout the community. Political nature of position can be delicate and challenging. Pressures and stress of the position include meeting multiple project deadlines, balancing the needs of citizens, staff and board, and dealing with a wide variety of citizens, staff, board, and dealing with a wide variety of special interest groups.

Sisters Park and Recreation District is an equal opportunity employer. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status, mental or physical ability.

2/2/2010