

# Pickaway County Park District

<b>JOB TITLE:</b> Executive Director	<b>REPORTS TO:</b> Board of Park Commissioners
<b>LOCATION:</b> 548 Lancaster Pike, Circleville, Ohio 43113	<b>STATUS:</b> Full time; Exempt

## ABOUT THE PICKWAY COUNTY PARK DISTRICT:

Located in South Central Ohio in the Columbus DMA, Pickaway County is approximately 502 square miles in area, and had a population of 58,539 in the 2020 census. With 87 percent of its land in cropland and pasture, agriculture is very important to Pickaway County. Most industry is located south of Circleville and near Ashville. The county is rich in history and has a long legacy of outdoor exploration, including two state parks. The county seat, Circleville, is home to the world-famous Circleville Pumpkin Show.

The Pickaway County Park District was formed in 2002. The mission of the Park District is to create, preserve, and manage a system of parks, trails and natural areas for outdoor recreation. Currently, the Park District manages three parks and five multi-use trails within the county as well as providing financial assistance to local communities for the development and improvement of their parks and trails.

## GENERAL DESCRIPTION AND SUMMARY:

The Executive Director is the chief administrative officer of the Pickaway County Park District. The Executive Director directs and documents the operations of the Park District in accordance with the policies, bylaws, and rules and regulations established by the Park Board and the Ohio Revised Code, Chapter 1545 – Park Districts. The Director assists the Board of Park Commissioners in providing fun, healthy, and accessible natural green spaces and supporting activities by creating, preserving and managing a system of parks, trails and natural areas for outdoor recreation.

The work setting is primarily in an office environment, from 8 a.m. to 4 p.m., Monday thru Friday. However, the position routinely requires working outdoors to plan, implement and monitor District programs and facilities. Evening and weekend assignments may be required and attendance at local, state and national park and trail related meetings and conferences will periodically be required. In addition, assistance with District field operations and projects may occasionally require use of park maintenance power equipment or hand tools and involve some occasional physical activity.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duties include, but are not limited to:

1. Directing the activities of the Park District in accordance with the Ohio Revised Code 1545 and all policies and procedures established by the Board of Commissioners.
2. Organizing and supervising an efficient administrative organization for the Park District. Developing, reviewing, analyzing and implementing operational procedures required to effectively manage day-to-day operations and implementing Board-approved policies.
3. Assisting the Board of Commissioners in establishing and implementing strategic plans for park facilities and programs that meet the needs of the residents of Pickaway County.

4. Recommending policies, plans and programs and providing the Board with information necessary to its policy-making functions.
5. Oversees the development and maintenance of all District parks and facilities to meet the needs of the community.
6. Becoming aware of and representing the Park District in all matters pertaining to zoning changes, land development and related concerns which affect the Parks District's current and future interests.
7. Making recommendations to the Board concerning land acquisition and facility development reflecting thorough analysis of available Park District resources, competing and current public needs and projected community needs.
8. Working with the Board and citizen committees and implementing methods of involving the public in the Park District planning/decision making process.
9. Developing and recommending to the Board an annual budget. Exercises sound fiscal management by reviewing and analyzing current fiscal conditions and projecting financial needs and resources. Prepares budgetary and financial reports as required by the Board, the County and State Auditor and County Treasurer who serve as the District's fiscal agents.
10. Planning and coordinating efforts to receive federal, state and local funds to assist the District's operations and preparing grants from various state, federal and private programs related to parks and recreation.
11. Regularly participates in community and civic organizations. Maintains good relations with the public, accurately representing to the Board the needs of various groups within the community and promoting the park district to community groups.
12. Developing and maintaining a comprehensive marketing program to promote the District's image, parks, facilities, programs and special events.
13. Acting as the representative of the Park District in providing information to the news media and supplying information to the public concerning Board policies.
14. Promoting greater understanding and support of Park District activities by participating and representing the District at various governmental, civic and community functions.

#### **ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:**

1. Thorough knowledge of best management practices, procedures and techniques in park and recreation operations, natural resource management, public finance and public relations.
2. Ability to understand and interpret statistical data and develop and implement both short-term and long-term strategic plans.
3. Broad knowledge of natural resource management, ecological restoration and land acquisition.
4. Knowledge of processes required prior to the acquisition of property, as well as the variety of methods available for the acquisition of land for trails.
5. Demonstrated understanding of all aspects of levies and levy campaign including the ability to organize, strategize, articulate ideas and goals, and make recommendations for levy campaigns.
6. Outstanding ability in budgeting and public sector fiscal policy including tax funding and distribution.

7. Demonstrates professionalism and maturity in all encounters. Must be patient and pleasant with an ability to establish and sustain critical relationships.
8. Excellent verbal and written communication skills including public speaking and presentation skills.
9. Ability to bring about and manage institutional change and effectively engage employees through performance management, shared leadership, recognition and employee development.
10. In-depth knowledge of Chapter 1545 of the Ohio Revised Code.
11. Ability to inspire and be persuasive in the promotion of new ideas, concepts and action plans to influence positive outcomes with both internal and external audiences. Proven problem solver.
12. Excels at all aspects of customer service.
13. Ability to exemplify the highest ethical standards in professional and personal conduct.
14. Ability to work independently and multitask.
15. Possesses basic office skills including typing, word processing, file management, etc. Possess basic knowledge of accounting/financial principles and a moderate comprehension of Microsoft Office tools such as Word, Excel and PowerPoint, as well as comfort in utilizing appropriate social media platforms.
16. Exhibits a high level of integrity, honesty, responsibility, transparency and trustworthiness, establishing credibility, respect and support from District stakeholders and staff.

#### **MINIMUM QUALIFICATIONS:**

Bachelor's degree and at least five years of successful supervisory management experience or an equivalent combination of education and experience. Knowledge of natural resources is an asset. Demonstrated experience in long-range planning and implementation, and the development and administration of programs designed to improve understanding of the organizations' objectives and achievements. Knowledge of property value and acquisition methods is useful. Demonstrated decision-making abilities essential and experience representing the organization to a number of constituencies including the media is highly desired. Must possess a valid driver's license and current CPR and First Aid certification. Must be willing to work occasional evenings and weekends.

#### **SALARY INFORMATION:**

The position offers a starting salary range of \$70,000-\$90,000 which will be commensurate with experience and an attractive benefits package including health insurance, vacation, holidays, sick leave and employer contribution to Ohio Public Employees Retirement System.

#### **APPLYING FOR POSITION:**

Further information about the Pickaway County Park District is available at <https://pickawaycountyparks.org> .

Interested individuals should send resume and cover letter to [opra@opraonline.org](mailto:opra@opraonline.org) no later than 5pm August 28, 2023.