DIRECTOR, CRAWFORD PARK DISTRICT

JOB POSTING

POSITION: Director

SUPERVISOR: Board of Park Commissioners

RESPONSIBILITIES

The Director is responsible for planning and supervising all Park District operations (including development and maintenance of Park District parks and trails, District financial activity, and grant administration) and for supervising all Park District programming and employees. The Director works under the broad policy guidance and general supervision of the Board of Park Commissioners.

PRINCIPAL DUTIES

Overseeing all aspects of the Park District. Making recommendations to the Board on policy, personnel, land acquisition, park development, and park operations.

Planning and implementing acquisition and development of park lands, and ongoing park maintenance.

Planning and implementing Park District programming, public relations, and community outreach.

Grant writing and administration for park land acquisition, development, and use.

Preparing and submitting annual budgets for the Park District and accounting for all expenditures.

Authorizing expenditures and certifying payment for such expenditures in the manner prescribed by state law and Park District policy.

Exercising sound fiscal management by reviewing and analyzing current fiscal conditions and projecting financial needs and resources.

Coordinating efforts to receive federal, state, county, and local funds to assist in the District’s operations.

Assisting Park District staff with personal and professional development and maintaining open and effective staff communication.

Overseeing communication between the Park District and its support organization, the Friends

of the Crawford Park District, Inc.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

Demonstrated leadership skills – coaching, team building, goal setting, decision-making, problem solving, and analytical skills.

Broad knowledge of parks, recreation, and resource management, typically obtained through related formal training at the bachelor's degree level.

Broad general business know-how, related to development and management of budget and finances, including ability to identify potential grant funding, and to request and effectively and efficiently administer such funding for park land use, acquisition, and development.

PREFERRED QUALIFICATIONS

A Bachelor of Science degree in Parks and Recreation Administration or a closely related field and a minimum of five years of relevant experience in planning, developing, and managing parks, trails, and programs with a positive and proven track record in budgeting, grant writing, fund raising, project management, program delivery, and personnel management is preferred. However, any combination of education and experience that provides the required knowledge, skills, and abilities will be considered.

The Director is expected to be proficient with Microsoft Office software applications, must communicate in a clear and professional manner both orally and in writing, must demonstrate high professional standards, and must have a progressive parks and recreation mindset, while also being willing to accept new challenges, technologies, and opportunities.

TO APPLY

Please submit a cover letter and resume via email or regular mail by May 31, 2024 to:

Board of Commissioners

Crawford Park District

2401 State Route 598

Crestline, OH 44827

email address: KHartman@crawfordpd.org

Consideration of applications may begin at any time after this job posting.