

Richland County Park District
Job Description
EXECUTIVE DIRECTOR

General Description and Summary

The Executive Director is the chief administrative officer of the Park District and is responsible for the implementation of District policies and the overall management of the District's park system. The primary function of the Director is to carry out the District's statutory responsibilities and to enact and follow the policies adopted by the District's Board of Commissioners. S/he shall be the administrative head of all department heads and divisions of the District, in regard to programming, personnel management, facility development, and business management. The Executive Director shall be the official intermediary for all communications between the employees of the District and the Board. The Director reports directly to the Board of Park Commissioners.

The work setting is primarily in an office environment at Park District headquarters housed in the Gorman Nature Center, 2295 Lexington Ave, Mansfield, Ohio 44906, from 8 a.m. to 4 p.m., Monday through Friday. However, evening and weekend assignments may be required and attendance at local, state and national park and trail related meetings and conferences could periodically be required.

The Richland County Park District currently encompasses 8 parks and 782 acres. The District is supported by a 10-year levy as well as grants and donations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

- Direct the activities of the District in accordance with the Ohio Revised Code 1545.
- Recommend policies, plans and programs, and provide the Board with information necessary to their policy-making functions.
- Implement and supervise an efficient administrative organization for the Park District. Develop, review and implement operational procedures required to effectively manage day-to-day operations and enact Board-approved policies.
- Effectively manage employee relations. Responsible for all personnel matters, including work force discipline and accountability. Able to bring about and manage organizational change and effectively engage employees and volunteers
- Oversee grant applications, development and monitoring, as well as local levy partnerships.
- Oversee the development and maintenance of all Park District parks and facilities to meet the needs of the community.
- Make recommendations to the Board concerning land acquisition and facility development reflecting thorough analysis of available Park District resources.
- Establish and maintain partnerships with governmental agencies, the local community and conservation organizations.
- Responsible for strategic planning for the district. Involve the Board and citizen committees in the planning and decision making process.

- Build public awareness of the RCPD brand and park properties. Maintain good relations with the public, government agencies and other stakeholders to promote the District.
- Act as the representative of the Park District in providing information to the news media and supplying information to the public concerning Board policies.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Become thoroughly familiar with the Ohio Park Code and District policies, as well as other federal, state, and local statutes and ordinances, both existing and proposed, which affect District operations.
- Ability to fundraise and develop and manage grants.
- Work with the District's attorneys in accordance with Board established policies, procedures and directives in handling of legal matters.
- Ability to understand and interpret statistical data and develop and implement both short-term and long-term strategic plans.
- Broad knowledge of natural resource management, ecological restoration and land acquisition.
- Show excellent verbal and written communication skills including public speaking and presentation skills.
- Have proven problem solving qualities.
- Ability to exemplify the highest ethical standards in professional and personal conduct.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- A bachelor's degree from an accredited college or university with major course work in business management, public or business administration, parks and recreation administration, or a closely related field of study is required. At the discretion of the Board, however, a comparable amount of education and directly related experience will be considered as a substitute for the minimal educational requirements.
- The Director must have certification status as a Parks and Recreation Professional in accordance with the standards of the OPRA Certified Leisure Professional and/or the IAPD/IPRA and NRPA (or obtain such certification within a time limit set by the Board) and maintain such certification throughout employment with the District.
- At least 2 years experience managing personnel, finance and relationships.

SALARY INFORMATION:

The position offers a salary range of \$65,000-\$93,000 annually for a 40 hour work week. Starting salary will be commensurate with experience. An attractive benefits package including health insurance, vacation, holidays, sick leave and employer contribution to the Ohio Public Employees Retirement System.

APPLY FOR POSITION:

Interested individuals should send resume and cover letter to Richland County Park District, Attn: Co-Interim Directors, Gorman Nature Center, 2295 Lexington Ave, Mansfield, Ohio 44906, to be received no later than **June 20, 2025**. Or email above referenced documents to **rcpd-HR@richlandcountyOH.gov** by the same date. Top candidates will be subject to a background check.