

**POSITION DESCRIPTION**

---

**Position Title:** Executive Director - Secretary

**Incumbent:** \_\_\_\_\_

Final  
03/10

**Immediate Supervisor:** Board of Park Commissioners

The Executive Director-Secretary is appointed by and reports directly to the Board of Park Commissioners. The incumbent serves as the Chief Administrative Officer of the Park District and as secretary to the Board of Park Commissioners, directing and documenting all phases of the management of the Park District in accordance with the policies, bylaws and rules and regulations authorized by the Board and the Ohio Revised Code. The Executive Director-Secretary directly supervises the Administrative Services Director/Treasurer, Chief of Park Police, Consultants and Legal Counsel, Director of Marketing and Development, and other Department Heads. This position suitable for transitional duty.

**FLSA STATUS** - Exempt

**JOB RESPONSIBILITIES - (ILLUSTRATIVE)**

As Executive Director, develops policies, goals and objectives for Board approval and sees to their implementation. Makes recommendations to the Board for all personnel and operational needs, land acquisitions, prepares long-term and short-term plans, and oversees construction projects.

Maintains responsibility for the total operation of the Park District. Gives direction to all functions of the Park District and is responsible for the overall management of its performance. Supervises and evaluates the work of all departments and coordinates various Park activities through department managers.

Serves as chief spokesman for the Board to the staff, public, organizations, governmental agencies and others in the day-to-day operation of the Park District. Membership in and attendance of meetings of various boards, councils, or professional organizations designed to benefit the Park is required.

Prepares and estimates costs for the annual budget. Ascertaines the constraints of the budget, the personnel available, the public's expectations and recommends and establishes priorities.

Monitors all public legislation affecting the Park District and takes appropriate action. Acts as legislative agent for Park District.

As Secretary of the Board, shall keep an accurate and permanent record of the proceedings of the Board and affix signature thereto after approval by the Board. Prepares agenda for Board meetings.

As Secretary to the Board, shall be the official custodian of all the records of the Board and shall be the proper person to certify any action of the Board.

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

Must have superior leadership skills and a reputation for excellence in their respective field. Participative management style; visible and accessible to all employees. Emphasis on a “hands-on” approach to management coupled with a positive personality. Motivation geared towards conservation and preservation of the Park.

Superior research and oral and written communication skills are required. Must be highly skilled in public speaking and presentations. Ability to maintain and ensure good communications and relations with Park visitors and the general public.

Experience in human resources management, budgeting, and general business management techniques. Knowledge of labor relations, negotiations, safety practices, and employee training and discipline techniques.

Ability to deal with a variety of situations in a fast-paced environment, interpret and implement policies and procedures, to define problems, collect data, establish facts and draw valid conclusions. Must be able to successfully diffuse and resolve difficult situations.

Ability to work with a diverse Board of Park Commissioners including, but not limited to, keeping the Board advised and aware of important issues and concerns.

Substantial experience and proven success in areas of fundraising and grant writing, including the identification of outside funding sources, other than tax levies. Should be prepared to solicit, develop, and direct efforts to obtain funds from these outside funding sources.

Intimate knowledge of methods of Park administration and management and local, state, and federal laws pertaining to the operation of the Park District. The Executive Director-Secretary is responsible for ensuring the Park District is always in compliance Ohio's Open Government requirements, rules and regulations.

Ability to walk, traverse, or otherwise access trails and terrain of all types, construction sites, and all property under control of the Park District under any type of condition and weather for purpose of inspection, evaluation, planning and supervision. Reasonable accommodations will be made for persons covered by the Americans With Disabilities Act.

### **QUALIFICATIONS**

Graduation from an accredited college or university with a Master’s Degree (preferred) or a Bachelor's Degree in Park Administration, Forest Management, Landscape Architecture, Horticulture, Natural Resources Management, Public Administration or related field.

Minimum experience of ten years as an assistant or deputy director of a large park or outdoor recreation department or three years experience as a superintendent or director of a large park or outdoor recreation department, or substantial senior-level supervisory management experience.

Familiarity with and expertise in using office-based computer systems and general office equipment, including, but not limited to, word processing, spreadsheets, databases, e-mail, and other program software.

Must possess and retain a valid Ohio Driver's License.

**JOB REQUIREMENT**

The Executive Director-Secretary is required to be subject to call on a 24-hour basis to respond to emergency situations and to regularly inspect Park District facilities.

Must successfully complete a one-year probationary period.

**This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. These duties and responsibilities are subject to change at any time. These duties and responsibilities are intended in no way to imply the existence of a contract and compliance with these duties and responsibilities is not a guarantee of continued employment. The employee's status remains that of an at-will employee.**

By signing below, I signify that I have reviewed and understood my position description and that I am aware of the duties and responsibilities of this position.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**The Mill Creek Metropolitan Park District is an  
Equal Opportunity Employer and Service Provider**