



## Crosby Park District Director Job Description

<b>Title:</b>	<b>Director of Crosby Park District</b>
<b>Classification:</b>	<b>Administration</b>
<b>Yearly Salary:</b>	<b>\$45,000.00 (Depending on Experience)</b>
<b>Benefits:</b>	<b>Full Family Medical Insurance</b> <b>Up to 6% match in ND PERS Retirement Program</b>
<b>Supervisors:</b>	<b>Crosby Park Board and Blueline Club</b>

### **Job Summary**

This is a joint venture between the Crosby Park District and the Blueline Club of Crosby. This position is broken down into April thru October as the Director of the Crosby Park District and November thru March as the Director of the Blueline Club. The two entities work hand in hand to provide the best collaboration for our community.

### **Crosby Park District Job Summary**

To manage operations of the Crosby Park District as Chief Administrator and Clerk. To develop with the Board and volunteer organizations the operation, capital improvements, staffing, maintenance, acquisition, and financing plans to provide and maintain a comprehensive year-a-round parks and recreation program utilizing multiple facilities and grounds owned, operated, leased, and rented by the District.

To formulate and implement policies, procedures and guidelines within the District, local, state, and federal law as they relate to personnel, public relations, planning, purchasing, record keeping, accounting, maintenance, development, and programing.

Crosby Park District maintains, operates, and fiscally manages: 7 parks, 3 ball fields, Community Center, Swimming Pool, Tree Board, and City Flowers.

## **Crosby Blue Line Club Job Summary**

Manage and oversee full-time maintenance foreman. Schedule all Blue Line Club games for all teams, including confirming games with towns each week of the season. The scheduling requires traveling to scheduling sites. Maintain the calendar and team schedules on the BLC website. Schedule all club referees for home games, including correspondence with refs. Participate in the club's fundraising committee. Manage the schedule of the Community Center rentals and events, including prep of rooms used. Attend monthly Blue Line Club meetings. Write grants on behalf of the Blue Line Club. Update the Community Center message board weekly. During hockey season, daily cleaning of the lower-level lobby and locker rooms. Daily cleaning & monitoring of upper and lower-level bathrooms. Always maintain a clean facility. Be available and at the facility during most home hockey games. Direct the tournament committee of any state tournaments hosted in the facility. A mechanical background is helpful as ice maintenance and start-up/removal duties are required. Run advertisements in the local newspaper.

## **Responsibility/Accountability**

The position is responsible and accountable for the management and supervision of the district's financial assets, operations, properties, facilities, and staff to provide park and recreations opportunities for the community of Crosby.

## **Job Duties and Tasks**

- To prepare and distribute information to the Boards as it relates to meeting agendas and financial information.
- Make presentations and recommendations to the Boards.
- Communicate information and ability to work effectively with the Boards, staff and community.
- Follow the directives from the Boards.
- To develop relationships and cooperate with the media.
- To provide supportive, accurate interpretations of programs and policies to the community and community governmental entities.

- Monitor, evaluate and assess the staff on a regular basis and promote a positive employee relationship.
- Develop annually an operating budget that is comprehensive and easily followed indicating the Crosby Park District's needs and developed with planning for improvements, general operation, and programing.
- Control the fiscal management of the District within the policies and procedures established by the Boards and by ordinances and state law to maximize available resources.
- Complete an annual audit of the District finances in accordance with state laws.
- Manage District's facilities and grounds so they are well presented in appearance to the public, maximizing utilization.
- Create policies and procedures for program management as they relate to user groups, clubs and associations.
- Participate with and serve as a resource person to user groups, clubs and associations in program and facility development.
- Provide an annual written report to the Board evaluating facilities and programs to identify problems and improvements including activity summary and recommendations.
- Develop long range planning to serve as a basis for establishing goals and improvements and anticipated expenditures.
- Plan, direct, assist and implement revenue generation opportunities from sources other than real estate tax levies through user fees, grants, corporate and civic sponsorships, rentals, leases, and capital fund raising campaigns.

The above stated Duties and Tasks are intended to describe the general nature and level of work to be performed by the Director. They are not to be considered an all-inclusive listing of the duties and tasks as they may change or be adjusted, as situations require.

### **Working Conditions**

- Travel that is required as part of professional improvement or representing the Board will be reimbursed at state rates.
- Director must provide personal vehicle for work. However, work related vehicles are available.
- The job will require some evening and weekend time on meetings and activities scheduled except those dates outlined below.
- Director will maintain his office
- Vacation Benefit for the first 5 years will be 1 day per month with a maximum carryover of 12 days after 6 years it will be 1.25 days per month with a maximum

carryover of 15 days after 15 years it will be 1.5 days per month with a maximum carryover of 18 days.

- Holiday time off with pay for these days: New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve, and Christmas Day
  - Also, holidays that fall on a Sat. will be observed on Friday and a Holiday that falls on a Sunday will be observed on the following Monday.
- The District will provide Workers Compensation Insurance.
- Sick Leave Benefits will accrue at the rate of 12 days per year or 1 day per month from the first day of employment with unused sick leave to be allowed to accumulate up to 60 days.
- Bereavement leave of up to 3 days will granted for any funeral the employee needs to attend and upon approval for the Board the employee may use any available paid leave for additional time off as necessary.
- Employees may request up to two weeks of paid jury duty leave over anyone-year period. Jury duty pay will be paid by court.

Please submit a Cover letter, resume, and three references to:

By Mail

OR

Email

Traci Lund

[crosbypd@outlook.com](mailto:crosbypd@outlook.com)

Crosby Park District

PO Box 380

Crosby, ND 58730

Questions, please contact Traci at [crosbypd@outlook.com](mailto:crosbypd@outlook.com) or cell 701-721-0444