

Mendocino Coast Recreation and Park District / C. V. Starr Community Center

300 South Lincoln Street
Fort Bragg, CA 95437
707-964-9446

www.mendocoastrec.org / www.starrcenter.net

JOB DESCRIPTION

JOB TITLE: DISTRICT ADMINISTRATOR

REPORTS TO: BOARD OF DIRECTORS

TYPE: REGULAR, FULL-TIME, EXEMPT

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position. Specifications are not intended to reflect all duties performed within the job.

POSITION SUMMARY:

The District Administrator (Administrator) is a regular full-time, exempt position reporting directly to the Mendocino Coast Recreation and Park District (District) Board of Directors (Board). The Administrator is responsible for all operations and affairs of the District and for advising and making recommendations to the Board with respect to District matters. The Administrator directs District operations, controls, expenditures, and oversees all facilities, assets, programs, services and activities of the District. The District Administrator must be capable of working in a high-paced work environment, able to multitask and manage a sizeable workload effectively. This position may require work that falls outside of the normal work schedule, including early mornings, evenings, weekends and holidays.

ESSENTIAL FUNCTIONS:

Regularly sits for long periods at a computer; frequently bends, twists, stoops and crouches while working at desk, filing and records handling; constantly uses both hands/arms in reaching, handling, grasping, and keyboarding while using a variety of office equipment; frequently uses a telephone and computer to communicate with coworkers and public; regularly stands to use a variety of office equipment; occasionally lifts and carries items up to 30 pounds; occasionally lifts above shoulder and head; regularly communicates in oral and written form with co-workers and general public.

Frequently compiles, analyzes, interprets and prepares reports of financial data; frequently exercises independent judgment within established guidelines; frequently works long hours; occasionally works evenings, holidays and weekends.

The Administrator shall perform the following essential duties:

- Serves as Chief Executive Officer.
- Organizes, manages, and oversees efficient administration of the District.
- Responsible for preparation, publication and retention of the District agendas, related materials and recording of official proceedings.
- Develops policy for board consideration and approval regarding District services, operations, and facilities and provides procedures, rules, regulations and practices for the implementation of Board approved policies.
- Makes oral and written presentations to the Board.

- Oversees the provision of proper liability coverage for programs, facilities and operations.
- Evaluates present and future needs for facilities, services and amenities.
- Oversees development, implementation and evaluation of programs.
- Oversees consultant services for grant writing, park development, recreation services and other specialized services.
- Select, supervise, motivate, and evaluate personnel; resolve personnel concerns and issues.
- Represents the District on matters before public officials, community groups and citizens.
- Serves as liaison to other government agencies.
- Cultivates sound community relations.
- Establishes and maintains cooperative planning and working relationship with other local agencies and organizations and with regional, state, and national agencies concerned with parks and recreation.
- Responsible for acquisition, planning, design, construction of improvements, maintenance, and operations of all District parks, landscapes and other areas and facilities.
- Oversees all new park development including budgeting, planning, design, construction and inspection.
- Grant administration, compliance and application.
- Responds to complaints and inquiries regarding District programs, facilities, services, operations and policies.
- Ensure District facilities, equipment and other assets are protected and maintained in good condition and are safe and accessible by employees and the public.
- Performs other related tasks and duties as required.

FAIR LABOR STANDARDS ACT EXEMPTION:

The incumbent of this position spends more than 50 percent of his/her time in the management of a permanent subdivision of the organization. The incumbent supervises two or more employees. This position is, therefore, "exempt" under the Fair Labor Standards Act."

KNOWLEDGE, SKILLS AND ABILITIES:

The Administrator should possess the following knowledge and skills:

- The principles and practices of public administration including fiscal planning and control, administrative procedures, organization management, and policy and program implementation and development.
- Public personnel and employer/employee relations, legislation and practices.
- Principles in supervising, training, management, and public administration.
- Laws, rules, and ordinances governing special district functions, programs and operations.
- Principles of budget development and expenditure control, including capital improvement budgets.
- Principles and practices of park development, park maintenance, recreation program development and administration, and the land development and entitlement process.
- Contract administration.
- Public and press/media relations.

The Administrator should have the ability to:

- Serve effectively as the Chief Executive Officer of the District and advisor to the Board of Directors.

- Plan, organize, direct, coordinate, manage, and supervise the functions and activities of the organization and set and meet service goals.
- Effectively represent District policies, programs, and services to employees, customers, contractors, other agencies and the public.
- Exercise leadership, authority, and management tactfully and effectively.
- Formulate, evaluate, and make recommendations on policies and procedures.
- Prepare and administer budget and fiscal control processes.
- Provide direction, management, supervision, and training of staff.
- Apply all policies fairly and effectively.
- Establish and maintain cooperative working relationships.
- Prepare comprehensive reports and recommendations.
- Effectively organize and execute public and press/media relations.
- Effectively speak before larger groups and organizations.

MINIMUM QUALIFICATIONS:

The Administrator must possess at entry:

- Graduation from an accredited college or university with a major in business or public administration, recreation or leisure services, urban studies, environmental studies or related field (a Master's degree is preferred); and
- Five years of progressively responsible public agency experience in supervisory, administrative, and management capacities, preferably with special districts; or
- An equivalent combination of education and experience which would provide evidence of the skills, knowledge and abilities required to perform the job functions.

PHYSICAL REQUIREMENTS:

Physical requirements of the position include:

- Mobility and dexterity to work in a standard office environment, use standard office equipment and attend off-site meetings.
- Speech and hearing to communicate in person and by telephone.
- Vision to read handwritten and printed materials and a computer screen.
- Strength and agility to lift and carry item weighing up to 30 pounds.
- Take and pass a physical examination and drug screening.

NOTE: *Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*



C. V. Starr Community Center is operated by the Mendocino County Recreation and Park District (MCRPD) and all employees of the Center are MCRPD employees.