



## District Administrator

| Position Attribute | Attribute Data  |
|--------------------|---|
| Job Title          | District Administrator                                    |
| Classification     | Part Time, Seasonal, Non-Exempt                           |
| Reports to         | Board of Directors  |
| Direct Reports     | Facilities Manager, Aquatics Manager, Program Coordinator |
| Work Location      | District Office, local meetings and remote                |
| Work Hours         | Flexible, requires emergency response to alarms           |

## About North Fork Pool, Park and Recreation District

The North Fork Pool, Park, and Recreation District was established in 1993 as a Title 32 Parks and Recreation Special District. Our mission is to provide a variety of activities and programs which enhance healthy lifestyles, build strong families, and provide a sense of community pride. The NFPPRD currently includes Crossroads Park in Hotchkiss, CO where 65 acres of ball and soccer fields, trails, a pumptrack and the North Fork Pool are located. Additionally, NFPPRD manages the Apple Valley Tennis Courts and a Skatepark located in Paonia, CO. NFPPRD is committed to maintain high standards and a professional atmosphere to promote quality services, facilities, and programs and support professional growth of its employees.

## Essential Duties

The District Administrator is responsible for the overall management and administration of the special district. This involves overseeing day-to-day operations, ensuring compliance with relevant laws and regulations, and implementing policies set by the NFPPRD Board of Directors. This is a multifaceted role requiring strong leadership, organizational, and communication skills to act as a liaison between the district board, staff, and the community ensuring the effective delivery of services and the overall success of the special district.

- **Financial administration of District’s \$400K budget to ensure the efficient and effective use of public funds.**
  - **Budgeting:** Develop, implement and monitor the District's budget and ensure compliance with financial regulations for full budget, including capital outlays.
  - **Accounting and Financial Reporting:** Ensure accurate and transparent accounting practices, including maintaining financial records, completing required audits, and reporting on the District's financial performance. Compliance with accounting standards and regulations is crucial.
  - **Purchasing and Procurement:** Oversee the procurement process, including purchasing goods and services in accordance with applicable laws and regulations. This involves managing vendor relationships and negotiating contracts.
  - **Contracts Management:** Provide work direction for contractors as well as approve work, as contract terms dictate.
  - **Grants and Funding Management:** Manage grants and other sources of external funding. This includes applying for grants, ensuring compliance with grant requirements, and reporting on the use of grant funds.
  - **Risk Management:** Identify and manage financial risks that may affect the District, such as economic uncertainties, market fluctuations, and legal liabilities.



- **Personnel & Payroll Management:**
  - Supervise activities of direct reports, complete payroll, ensure payroll reporting is completed, manage wage history and propose wage increases and bonus payments for employees to NFPPRD Board of Directors.
- **Statutory and Regulation Compliance Management:**
  - Manage special district election process ensuring compliance with statutes.
  - Ensure compliance with statutes and regulations governing the operation of a Colorado Title 32 special district.
- **Intergovernmental & Affiliate Relationship Management:**
  - Coordinate, develop, monitor and transact agreements for the effective operation with other agencies and affiliates including but not limited to intergovernmental agreements, mutual operating agreements, letters of understanding and letters of support.
  - Consult with legal counsel as necessary for these agreements.
- **Policy and Procedures Implementation:**
  - Develop, implement and monitor the District's policy and procedures including but not limited to policies and procedures for Board of Directors, Board meetings, personnel and operations.

### **Position Qualifications**

---

- Highly motivated, independent professional with the ability to work autonomously and thrive with minimal supervision.
- Proven aptitude for setting and consistently meeting self-imposed deadlines, demonstrating strong organizational skills and a proactive approach to tasks.
- Demonstrated project and personnel management experience.
- Proficient in cultivating and sustaining effective professional relationships.
- Demonstrated ability in successful written/spoken interactions with individuals and groups.
- General knowledge of the financial principles and practices of financial administration.
- Excellent skills in Word, Excel, and QuickBooks.
- Knowledge of Special District statutes, laws, rules, regulations and requirements preferred.
- Demonstrated ability to write and successfully be awarded grants preferred.

### **Experience**

---

- Minimum of 5 years general business and project management experience.
- Previous financial administration experience required.
- Previous experience with recreation programs, swimming facilities, and parks preferred.

### **Education and Formal Training**

---

- Bachelor's degree in business, recreation management, or equivalent related experience.



## **Work Environment /Physical Activity**

---

- Typical office environment.
- Requires prolonged sitting, some bending, stooping and stretching. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment.
- Requires walking on fields, trails and pool deck to check on equipment or conditions.
- Requires normal range of hearing and vision to record, prepare and communicate appropriate reports.
- Requires eyesight correctable to 20/20 to read numbers, reports, and computer terminals.
- Requires hearing within normal range for telephone use.

## **Compensation**

---

- An hourly wage is paid DOE. Wage Scale is determined yearly by the NFPPRD Board of Directors.