

Tuscaloosa County Park and Recreation Authority Job Description

Job Title: Executive Director and CEO
Department: Administration
Reports To: PARA Board
FLSA Status: Exempt
Job Level: Pay Level 67 - \$114,512.80 to \$155,655.29

About Tuscaloosa Parks and Recreation Authority (PARA)

The Tuscaloosa County Park & Recreation Authority is a Public Not-For-Profit Corporation organized under the provisions of Act 2000-106 of the Alabama Legislature. In partnership with the City of Northport, the City of Tuscaloosa, and the Tuscaloosa County Commission, the Authority is committed to serving the citizens of Tuscaloosa County by providing a wide variety of recreation, leisure, and competitive sports programming. To accomplish its service objectives, the Authority receives a majority of its funding from its civic partners. The Authority shares Tuscaloosa as home with the State of Alabama's flagship university, The University of Alabama, and other academic centers of excellence. As such, it enjoys a shared mission and vision with its governmental and institutional partners to create and maintain a thriving environment that promotes above average living, learning, and leisure opportunities.

Position Summary

The Executive Director and CEO of the Tuscaloosa County Park & Recreation Authority serves as the chief administrative officer and reports to the PARA Board. The Executive Director is responsible for implementing policies and programs as they are adopted by the Board and managing and sustaining relationships with stakeholders throughout the county. The Executive Director is also expected to collaborate with key community organizations for the purpose of enhancing community opportunities in the areas of economic development, strategic planning, project management, events, and advocacy. The Executive Director will also be responsible for day-to-day management of the organization's staff, which includes oversight of hiring and other personnel decisions as well as motivating the staff to achieve Authority goals and objectives. Additionally, the ED/CEO is also responsible for making recommendations to the PARA Board concerning operational needs, budgeting, planning, development of programs and facilities, and overseeing the implementation of recreation, arts, and park services and maintenance. Additionally, he/she also serves as the Secretary of the PARA Board.

ESSENTIAL FUNCTIONS:

The Executive Director and CEO is responsible for ensuring the best park and recreation facilities and services possible. The Executive Director's job is performed within the policies set by the Board and his/her performance is reviewed by the PARA Board Chairman through conferences, reports, and evaluation of the overall organization. Primary duties, responsibilities and expectations of the ED/CEO include:

Vision, leadership, and governance – Managing and directing PARA activities, staff, and its relationships throughout the community under the direction of a Board of Directors. He/she shall serve as primary external contact, spokesperson, and business development professional for PARA; develop the agenda for the Board and committee meetings, in coordination with the Board Chair; attend meetings; oversee or create accurate records of the meetings; and distribute information and prepare special reports as requested by board members. The successful candidate will also be responsible for hiring, training and evaluating staff and providing oversight

of any outside consultants as well as managing all internal communications. He/she must have a high comfort level with electronic communications, spreadsheets, and presentation software.

Strategy and Planning – Leading the effort to develop the mission and strategic plan of PARA; developing the annual work plan and annual budget; reviewing the financial structure and operations for any needed adjustments or improvements; Conducting regular review of all policies and procedures and strategic planning efforts.

Relationship Building and Communications – Building and strengthening relationships with all major community stakeholders including, but not limited to, the office of the mayors, city councils, Travel and Tourism, the Tuscaloosa County Commission, and other entities key to the success of our stakeholders and PARA.

Revenue Generation – Maintaining accountability for planning, developing, and directing revenue generation strategies to support the mission and goals of PARA; also includes the management and oversight of membership, sponsorship sales, and special events.

General Leadership- Serving as the gatekeeper and safe guarder of all PARA assets. Approving departmental budgets and recommending a total combined budget to the PARA Board; reviewing programs and plans submitted by staff; signing employee contracts and certain agreements as approved by the PARA Board; supervising and managing personnel services and records; managing and implementing personnel policies and procedures; administering the selection, hiring, evaluation and termination of full and part-time employees as required; and ensuring that the corporate and legal responsibilities of the Authority are fulfilled and charter requirements are met.

SUPERVISORY RESPONSIBILITIES

The ED/CEO manages eight (8) or more subordinate supervisors with oversight of 300 plus employees in Park Operations, Leisure Services, Community Outreach, The Arts Council, Ol' Colony Golf, Tuscaloosa Tennis Center, Accounting Services and Human Resources. The Executive Director/CEO is responsible for the overall direction, coordination, and evaluation of PARA's operations and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Supervisory responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, the requirements listed below are representative of the minimal knowledge, skills, and/or abilities needed:

- B.S./B.A. in public administration, business administration, finance, health and human performance, parks and recreation, sports administration, or related field. Master's in Business Administration, Public Administration or related concentration highly desirable.
- Minimum of five years of progressive experience functioning in public administration, business administration, finance, health and human performance, parks and recreation, sports administration, or related field.
- Analytical skills necessary to evaluate and decide alternative courses of action in relation to the planning, development and administration of operating and capital budgets, employee management systems, and purchasing and contract administration.
- Employee management and supervisory skills necessary to effectively plan, recruit, retain, motivate, supervise, and evaluate the work of professional staff.

- Proficient computer knowledge for daily use of calendars, documents, spreadsheets, and presentations in the Microsoft Office suite.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Alabama Driver License

Compensation and benefits:

- Salary is commensurate with education and experience
- Paid Holidays
- Accruable Sick Leave
- Health, Dental and Vision insurance
- Corporate Vehicle

Application and Selection process:

- Applications will be accepted until position is filled
- Application must include current resume, cover letter, three professional references and three letters of recommendation
- A search committee, which includes a broad range of PARA partners and stakeholders, has been assembled to assist the PARA Board in reviewing candidate applications and providing the Board with recommendations related to identifying qualified candidates for interviews and further consideration in the search process

WORK ENVIRONMENT

The work environment characteristics and responsibilities described herein are representative of those an employee would encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

"It is the policy of Tuscaloosa County Park & Recreation Authority that no person shall, on the basis of race, color, creed, religion, sex, age, national origin or disability be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity."

PARA is proud to be a "Drug Free Workplace".
All employees are subject to random drug screens.