



## Si View Metropolitan Park District

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P.O. Box 346  
North Bend, WA 98045

Phone: 425-831-1900  
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### **POSITION ANNOUNCEMENT**

<b>Position:</b>	Operations Manager
<b>Salary:</b>	\$8,968 - \$11,463 per month DOQ plus Benefits Salaried, Full-Time, Exempt
<b>Opening Date:</b>	August 15, 2024
<b>Closing Date:</b>	September 13, 2024
<b>Application:</b>	<a href="http://www.siviewpark.org/careers.phtml">www.siviewpark.org/careers.phtml</a>

#### **NATURE OF WORK:**

Under the direction of the Parks and Recreation Director, the Operations Manager manages park planning and development for the district including land acquisition, capital project management and supervision of the District Operations Team. Assists in administration of department budget and grant programs. Acts on behalf of or in lieu of the Director at selected management, community or regional meetings dealing with parks and recreation activities and may exercise supervision of other Department employees.

#### **ESSENTIAL FUNCTIONS:**

Oversees planning, coordination, and management of parks capital improvement projects as well as acquisition of park property and facilities.

Evaluates existing facilities, identifies deficiencies, and assists with the design of new facilities to accomplish park goals and objectives.

Assists in developing and updating the Parks, Recreation and Open Space Plans.

Critical necessary skills include the ability for interaction and coordination with contractors, vendors, user groups, elected officials, and the general public. The ability to conduct meetings in public forums and group sessions is necessary.

Assists in planning and preparing the Capital Improvement budget; attend meetings and represent the Park District, lead budget presentations, monitor budget procedures, and follow established District policies.

Oversees preparation of bid specifications, cost estimates and recommendations regarding the selection of materials and equipment in accordance with established regulations and requirements.

Provides staff support to the Park Commission, Committees and citizen advisory groups as needed.

Provides reports and recommendations to the Director and the Commission on policy issues relating to park planning, maintenance, and general facility management.

Hires, trains, evaluates, and disciplines maintenance staff, including delegating and prioritizing work. Responsible for recruiting, hiring, and monitoring professional design consultants and student interns.

### **MINIMUM QUALIFICATIONS**

Intimate knowledge of the principles, practices, regulations, and techniques related to park planning and development.

Knowledge of applicable laws, rules, regulations, and ordinances such as the Growth Management Act, SEPA, Public Meetings Act, public bidding requirements and others.

Ability/experience working with a diverse staff by leading, guiding and directing the staff to ensure the best performance consistent with good customer service and management principles.

Ability to communicate and present effectively, both orally and in writing, with small and large groups, and in formal and informal settings.

Ability to deal effectively with development professionals and public using tact and diplomacy.

Ability to plan, organize and manage the activities and operations of a Capital Improvement Program.

Ability to evaluate existing facilities, define deficiencies and design or contract for the design of new facilities.

Ability to exercise considerable discretion and independent judgment in choosing approaches, methods, and resources to solve problems and achieve results within the framework established by the Director.

Knowledge of principles and practices of administration, supervision, and training of personnel.

Knowledge of personal computers and software necessary to perform job duties.

Knowledge of mechanical plant; HVAC and DDC controls

Ability to drive a district vehicle.

### **EDUCATION AND TRAINING**

Graduation from college or university with a degree in Parks and Recreation Management, Public Administration, or a closely related field; and five years of progressively responsible municipal management experience; The equivalent combination of education and experience may substitute for educational requirements.

### **LICENSES, CERTIFICATES AND REGISTRATION:**

Valid Washington State driver's license with driving record free from serious or frequent violations; and First Aid and CPR Certification required within thirty days of employment.

### **WORK ENVIRONMENT:**

Work is divided between an office environment requiring hand/eye coordination in the sustained use of a keyboard or other office equipment requiring sitting for extended periods of time, and field work

involving the use of hand tools, power tools and the ability to operate all equipment necessary to perform work of the position. Must be able to present well, deal with public figures, employees, and the general public.

**AN EQUAL OPPORTUNITY EMPLOYER**

The Si View Metropolitan Park District is an equal opportunity employer. It is the District's policy to seek and employ the best qualified personnel and to provide equal opportunity for the hiring and advancement of employees, and to administer these activities in a manner which will not discriminate against any person because of race, color, religion, age, gender, sexual orientation, marital status, national origin, or disability. The district provides reasonable accommodations to persons with disabilities.

*The statements contained herein reflects general details as necessary to describe the principal functions of this classification, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements.*

**ORGANIZATIONAL RELATIONSHIP:**



**ORIGINATION DATE:** August 15, 2024