

Ponchatoula Area Recreation District #1
Job Description
Director of Operations

Summary

The Director of Operations is responsible for the financial and administrative operations of the organization including budget management, financial reporting, monitoring cash flow, developing and maintaining best practices and internal controls for company finances and operations, human resources functions, and computer and technical systems management.

Specific responsibilities include:

- Oversee day-to-day operations.
- Oversee office operations, policy development, and implementation.
- Manage contract commitments and expenditures to ensure consistency with budgeting.
- Manage and maintain employee policies and procedures handbook.
- Oversee payroll and employee benefits, including accrued vacation, health plan, insurance, retirement funding, health savings account, transportation benefits, and other benefits as appropriate.
- Oversee employee recruitment and onboarding with PARD1 staff and contractors as appropriate.
- Oversee and provide support to the Director of Facilities for overall operations.
- Provide support and answers to the organization's Board of Directors as well as support for full board and committee meetings.
- Oversee the organization's accounting procedures.
- Oversee management and maintenance of office space, equipment, computer technology, inventory, and supplies.
- Ensure PARD1 compliance with all required agencies and groups.
- Supervise finance and operations staff, including full-time, part-time, and contract staff.
- Supervise the daily operations and coordinate work activities of the park's public passive and active, recreational, and public areas and facilities.
- Coordinate with the Director of Facilities, and Board of Directors regarding cost estimates for systems modification projects.
- Consults with the Board of Directors to prepare fiscally responsible contracts with outside consultants and mechanical and/or electrical engineer designers, or maintenance specialist consultants.

- Provides technical consultation to the Board of Directors on specific facilities problems.
- Serves as project manager on assigned projects.
- Require regular and thorough inspection from the Director of Facilities of all equipment for condition and to ensure in good working order prior to events and seasons as needed.
- Represents PARD1 at meetings, hearings, conferences, and seminars or on boards, panels, and committees.
- Responsible for long-range planning, budget preparation, project management, and overall facilities resource management.
- Will develop and maintain good relations with the public and develop, maintain, and supervise an effective program for handling citizen complaints and inquiries.
- Responsible for developing and driving business goals for PARD1's sponsorship and fundraising strategy for financial growth of the organization.

Essential skills and experience include the following:

- Management experience supervising staff, managing budgets, and effectively handling multiple priorities and projects.
- Approves requested time off and tracks accrued, sick, vacation and personal days.
- Prepare requisitions for necessary equipment, material, and supplies in accordance with PARD1 and relevant State of Louisiana Office of State Purchasing policies and procedures.
- Excellent communication skills, both internal to the organization and with external partners, in writing and verbally.
- Proven ability to build and nurture a diverse, respectful, and positive working environment and to coach supervisees, as well as peers.
- Demonstrated ability to work independently, keep organized in a fast-paced environment, manage simultaneous tasks, and adjust strategy to changing demands.
- Strong understanding of accounting and office operations and procedures, including human resources, payroll, bookkeeping, contract management, and compliance with federal, state, and local regulations and laws related to nonprofit corporations.
- Demonstrated ability to work with financial management, budgeting, and administrative systems, annual audits, Form 990 processes, and other nonprofit financial processes and requirements.
- Demonstrated ability to work well with a diverse Board of Directors.
- Attention to detail.
- Ability to meet deadlines and to work independently and as part of a team.
- Center principles of equity, inclusion, and belonging in all work, embedding the values in program development and organizational practices and processes.

- Demonstrated commitment to diversity within the office and using a personal approach that values all individuals and respects differences regarding race, ethnicity, age, gender identity, and expression, sexual orientation, religion, disability, and socio-economic circumstance.
- Commitment to work collaboratively and respectfully toward resolving obstacles and conflicts.

Qualifications

- Bachelor's Degree from an accredited university or college with major coursework in Parks and/or Recreation Management, Public Administration, Business, or related field or high school diploma or equivalent with ten (10) years of experience managing or directing parks and/or recreation in the public sector or at a higher education institution.
- Demonstrates knowledge of the principles and practices of public parks and recreation administration, including knowledge of the facilities, equipment, and staffing needs.
- Demonstrates knowledge of or ability to manage parks and recreation organizations, operations, services, objectives, methods, and procedures.
- Knowledge of current technology and software applications appropriate to the assigned responsibilities.
- Demonstrates ability to work with diverse groups and to communicate effectively and tactfully, both verbally and in writing.
- Strong analytical, organizational, and technical reporting and presentation skills.
- Certified Parks and Recreation Professional - CPRP
- Valid State of Louisiana's driver's license

Benefits

- Salary based on experience
- Benefits include paid health/ dental insurance, vacation, and sick leave.
- Professional development opportunities.

Please send your resume and application to info@pard1.com.