



Knox County Park District Director

Job Description:

- ◆ The position of Director oversees the overall management and operation of the Park District in accordance with the mandate of Chapter 1545 of the Ohio Revised Code and the policies and procedures adopted by the Board of Park District Commissioners.
- ◆ Oversee and coordinate the administration of all Park District functions (budget, personnel, planning, operations and maintenance, programs and services, and public relations).
- ◆ Serve as Secretary to the Board of Park District Commissioners; prepare meeting agendas, maintain accurate and permanent records of all proceedings.
- ◆ Hire, set performance objectives and evaluate staff.
- ◆ Strategic, short and long-range planning.
- ◆ Spearhead Park District development and design (land acquisition, resource management, educational programming).
- ◆ Develop and oversee donation and gift-giving program.
- ◆ Grant writing and coordination of grants.
- ◆ Community and public relations by conducting speaking engagements and regular on-going communications with the media.
- ◆ Build public and private collaborative partnerships with external constituencies: local, state, federal government agencies; recreation, conservation, volunteer and service organizations.
- ◆ Serve on various community committees and boards as necessary to further the advancement of the Park District. Serves as an advocate for the Park District.
- ◆ Implement annual budget for Board approval, budget management and develop long-range budget projections.
- ◆ Develop policy recommendations for the Park District Board to consider.
- ◆ Knowledge of levy campaigns.

Education Requirements:

- ◆ Bachelor's Degree in Natural Resources, Public Administration, Parks & Recreation Administration/Management, or related field; Master degree preferred.
- ◆ Five plus years general/supervisory management experience in park, natural resources or conservation fields.
- ◆ Knowledge of natural resources is an asset.

Annual Salary is \$64,500

This is a year-round, Exempt position, which reports to the Park District Board of Commissioners. The Knox County Park District offers a competitive benefits package including medical and dental insurance; paid leave time including vacation, personal and sick leave; paid holidays; and Ohio Public Employees Retirement System contributions.

Please send letter of interest and resume to Courtney Lower, Knox County Human Resources Director, 117 E. High St., Suite 257, Mount Vernon, OH; or email courtneylower@co.knox.oh.us. The Knox County Park District is an EEO Employer.

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