



Knox County Park District
Director

- ◆ 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.

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.