

Job Description: Executive Director of the Fidalgo Pool and Fitness Center

Job Title:	Executive Director
Department:	Executive
Reports to:	Board of Commissioners
FLSA Status:	Exempt
Classification:	Executive/Senior Level, 12-month probationary period
Work Hours:	40+ hours a week, typically on site
Pay Scale:	\$85,000 - \$120,000/year
Primary Job Function:	Serves as the chief executive officer of the Fidalgo Pool and Fitness Center (FPFC) under the direction of the Board of Commissioners (Board) for the Fidalgo Park and Recreation District and in accordance with the rules, regulations and policies of the District and the laws of the State of Washington. The Executive Director is responsible for all delegated executive and administrative powers and duties in connection with the conduct of FPFC operations, and serves as strategic advisor, consultant, and staff to the Board.

Required Qualifications:

- Bachelor's degree in public administration, finance, business, management, recreation, or related field.
- At least 5 years of personnel and organizational management experience at a senior level.
- Thorough understanding of personnel management requirements and effective procedures.
- Experience successfully developing and managing programs, projects, and budgets.
- Financial, marketing and communications expertise.
- Demonstrated ability to establish and grow mutually beneficial relationships and local partnerships.
- Familiarity with statutes regarding public districts, including open meetings and public records.
- Knowledge of Information Technology systems and security, including experience with Microsoft Office products (Word, Excel, PowerPoint, Outlook).
- Expertise with, or the ability to learn, payroll systems and accounting software (QuickBooks).
- Red Cross CPR/AED/First Aid for the Professional Rescuer certification or the ability to earn it.
- Successful passing of criminal background and credit checks, and verification of prior employment.

Equivalent combinations of education, training, and experience that demonstrate the knowledge, skills, and abilities required to perform the position will be considered

Essential Functions and Responsibilities:

- Serves as the chief executive of FPFC under the direction of the Board and in accordance with the rules, regulations, and policies of the District and Washington law.
- Ensures the facility and staff fully comply with all applicable safety, operational, and fiscal requirements, and remain accountable to the Board, clients, taxpayers, and the public.
- Manages the staff team by fostering an inclusive culture where employees feel supported, respected, and empowered to deliver exceptional service.
- Prepares, or supervises preparation of, all items for Board meetings, including agendas, prior minutes, written public comments, voucher requests, resolutions, management updates, action items, financial statements, and any other materials for agenda packets. Participates in those meetings.
- Monitors all public services to ensure safety, quality, and client satisfaction.
- Develops or maintains FPFC's facility and strategic plans, promoting a long-range vision, to be periodically reviewed with Board and staff.
- Oversees the maintenance and improvements to aging infrastructure to maximize facility life.
- Researches and advises the Board on successful strategies from other pools that have done major renovations or new construction, including planning, building community support, and securing funding sources.
- In coordination with the Board's Communications and Elections Committee, provides necessary information to the electorate, promotes public awareness of levy requests, and coordinates election efforts with other agencies and entities.

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Human Resources:

- Directly supervises five departmental managers and meets periodically with staff to identify issues and improvements.
- Assists managers in recruiting, hiring, training, developing, scheduling, supervising, and reviewing staff to be certain that all staff positions are adequately filled, and that work is performed to expectation, as defined by current job description.
- Oversees disciplinary processes, including warnings, probations and terminations.
- Maintains a current personnel file for each employee of the District.
- Ensures compensation and benefits are properly administered.
- Maintains a current FPFC Employee Handbook and other policy and safety manuals as needed to reflect Board direction and compliance with federal, state and local laws and ordinances.
- Strives to maintain a positive work environment at all times to retain qualified personnel.
- Continuously monitors, and ensures FPFC implements, changes in state requirements regarding human resource issues.

Community Relations:

- Engages with the community, promotes the facility, increases awareness of programs, and grows facility use and revenues through marketing, personal connections, and a positive brand.
- Maintains an open, responsive relationship with the Board, staff, clients, the community and our partners to understand their needs and implement solutions.
- Provides support and assistance to the boards of Friends of Fidalgo Pool and the Thunderbird Aquatic Club (TAC) Boosters, attending monthly meetings and coordinating activities with these organizations.
- Strengthens partnerships with community stakeholders, including Friends of Fidalgo Pool, the TAC Boosters, the Anacortes School District, the City of Anacortes, the US Navy, and others.
- Attends community service organization meetings to build relationships with civic leaders and promote support for FPFC initiatives and programs.
- Maintains a positive relationship between FPFC and its patrons through personal outreach, response to suggestions/complaints, and by promoting effective communication through the website, social media, newsletters and other means.

Other:

- Oversees maintenance and update of computers, network, and website as needed.
- Ensures security of client and financial data.
- Oversees the preparation and documentation of all accident/incident reports.
- Interfaces with insurance underwriters as needed.
- Interfaces with legal representation as needed.

Financial Management:

- Provides rigorous financial management and oversight, collaborative program and budget planning, and transparent, performance-based reporting.
- Reviews and approves payroll, retirement, insurance, taxes, bank reconciliation, vouchers, levy documents, and other financial transactions, subject to Board approval.
- Verifies enrollment of new employees in the payroll system and update of existing employee data, as needed. Ensures that PERS payments are accurate and remitted on a timely basis, and employee deductions are correct.
- Oversees monthly tax reporting to the Washington State Department of Revenue.
- Audits daily bank deposits, reconciliation with Point-of-Sale reports and deposit slips, entry of detail to the QuickBooks accounting system, and bank statements to maintain accuracy.
- Oversees voucher preparation, ensuring accurate and timely (a) payment to vendors; and (b) reimbursement from the County Auditor..
- Analyzes and recommends annual user fee changes to the Board.
- Prepares, justifies and monitors the budget with full responsibility for all aspects of the fiscal administration of FPFC funds and effective stewardship of FPFC resources.
- Submits a draft annual budget to the Board and public for review/discussion at the September/October Board meeting and a final budget for approval at the November meeting.
- Delivers levy documents to the County prior to November 30 due date.
- Presents accurate and timely financial reports for monthly Board meetings, fully explaining any variances between actual and budgeted results.
- Guides managers on rental leases and other contractual negotiations and agreements, and approves final contracts that do not require Board action.
- Organizes and coordinates the Maintenance & Operations Levy authorized by the State of Washington RCW 36.69.140.
- Follows appropriate RCWs to ensure no significant findings in triennial audits by the Washington State Auditor.
- Continuously monitors, and ensures FPFC implements, changes in state law and local requirements regarding finances and contracts.

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Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may enable individuals with disabilities to perform the essential functions.

Work Environment:

This job typically operates in both a professional office environment and an aquatic environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines in addition to working around aquatic facilities. This job requires transportation to and participation at off-site meetings at various community facilities, both indoors and outdoors. May be exposed to stressful situations and individuals who are irate. May be subject to longer hours due to attendance at Board meetings and other events. Flexibility to periodically work evening and weekend hours and occasional overnight travel to conferences and training sessions required.

Physical:

Must be able to maneuver stairs without difficulty. Must be able to safely navigate wet surfaces on the pool deck and in locker rooms. Must have sufficient visual, speaking, hearing, and writing capabilities to readily interact with the public, Board and staff, and complete detailed work assignments. Must be able to lift and carry objects and materials up to 25 pounds.

Level of Authority:

Works independently with general guidance from the Board. Supervises staff directly, or through assigned managers. Works under District policies, procedures, various State and federal regulations, and the legal and fiscal constraints of municipal government. All work and projects have substantial impact on the public and overall FPFC operations.

Other:

The statements contained herein reflect general details as necessary to describe the principal functions of this job and the scope of responsibility; but should not be considered an all-inclusive listing of work requirements. Individual may perform other duties as assigned including work in other functional areas to cover absences or relief, or otherwise to balance the workload. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is a logical assignment to the position. May perform other duties as required.

FPFC is an equal opportunity employer. All applicants will be considered regardless of race, color, citizenship or national origin, creed, religion, sex (including pregnancy), age (over 40), marital/familial status, the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability, genetic information, sexual orientation, gender identification, or status as an honorably discharged veteran, or any other class protected by federal, state, or local law. Reasonable accommodations for people with disabilities are provided on request.