

DELTA COUNTY

JOB POSTING

POSTING: Delta County is seeking qualified applicants for the position of **PARKS MANAGER.**

DUTIES: See attached job description

QUALIFICATIONS: College degree in recreation and/or business management, nonprofit management or related field is preferred. Have a valid driver's license. See attached job description for additional qualifications.

HOURS: This is a full-time position.
Position classification - salary exempt.

PHYSICAL: Must be able to pass physical and drug screen.

SALARY: \$45,000-55,000 Depending on experience and qualifications PLUS BENEFIT PACKAGE
(medical/vision/dental/life insurance, retirement and more)

Candidates for this position should submit the application form, cover letter, and resumé.

This position is open until filled.

Applications for the position of **PARKS MANAGER** will be accepted at the Delta County Administration Office, 310 Ludington St. Suite 222, Escanaba, MI 49829, or can be completed on the website deltacountymi.gov.

DELTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

It is the County's policy not to discriminate against qualified handicapped individuals.

Delta County Parks Manager

EMPLOYMENT POSITION SUMMARY

The Manager of the Delta County Parks is responsible for the consistent achievement of the County Parks System mission, strategies, policies, programs, business operations and financial objectives as well as its contribution to recreation locally and in the region.

The Manager will be a strategic thinking entrepreneur, a leader, fundraiser, and charismatic facilitator who is able to work with public and private partners to position Delta County Parks to be a leader offering recreational activities in the South-Central Upper Peninsula of Michigan. Working with the County Board of Commissioners, County Administrator and Parks Advisory Committee, the Manager evaluates all agreements, organizational plans, programs, activities, procedures, and grants with regard to their planned purpose, sustainability, and impact on the recreational needs of the community.

RELATIONSHIPS:

Reports to: Delta County Board of Commissioners

Supervises: All Staff

Works with: Staff, Volunteers, County Administrator and County Commissioners

External Stakeholders: Parks Advisory Committee, MDNR, Hannahville Indian Community,

U.P. State Fair (Delta County Chamber of Commerce), Media, Vendors, Volunteers, Donors,

Local Businesses, Foundations, Local recreation groups and Other Governmental Units

RESPONSIBILITIES AND DUTIES:

Leadership

- Develop and manage a strategic business plan that ensures the long-term financial health and sustainability of the Delta County Parks System.
- Provide leadership for staff and volunteers that builds and supports a cohesive team working toward the goals of the recreational long-term plan.
- Foster an environment of collaboration and community among the staff to maximize resources (human capital and financial resources) that supports achievement of recreation and business goals and provides opportunities for staff goal setting and development
- Raise community profile of Delta County Parks to support development efforts and encourage community support and use of the organization's services and the properties it manages

- Manage collaborative relationships with existing partners and initiatives while developing new strategic partnerships
- Serve as Delta County Parks spokesperson, clearly and consistently communicating and reinforcing County Parks identity
- Maintain, update and improve website and other media platforms
- Supervise staff
- Attend bi-monthly Delta County Commissioner meetings
- Attend meetings, trainings and/or conferences when needed
- Supervise all operation/management agreements
- Supervise all grant agreements with MDNR and other granting organizations, contribution agreements and other agreements with state/federal governments and all others
- Maintain and develop Parks and Recreation 5 year plan
- Oversees Parks special events

Fund Development

- Lead and manage fundraising of major partnerships, projects, programs, donations, gifts and grants to support the Delta County Parks annual operations and programs
- Innovate strategies to strengthen fund development systems; including benchmarking and accountability tracking
- Facilitate board and staff involvement in fundraising
- In collaboration with County Board, County Administrator and staff, create and build new fundraising opportunities

Management

- Hire and manage a staff of full-time and seasonal employees, camp hosts and volunteers, providing coaching and support as needed
- Oversee all operational aspects of the Delta County Parks System's facilities, budgets, work plans and programs, not limited too
- Understand and be able to navigate the county, state and federal laws governing recreational activities and campgrounds; understand the Delta County Parks relationship with other state and local governmental units, partners and the public at large
- Understand and protect the County from public-use and asset liabilities associated with day-use and campground activities (work with the County's insurance provider)
- Understand and oversee all day-use and campground rules and regulations

Other Responsibilities and Duties

The position of manager is primarily administrative with some physical duties. Some of the other responsibilities include: supervise and hire seasonal employees and camp hosts; maintain Parks records, files, data bases and reports; provide board meeting agenda items if necessary; implementation of an information and publicity program; preparation of news releases, presentations to groups, displays at fairs and community events, and on-line camping

reservation system; providing information to recreational users and the general public.

Additional Responsibilities and/or Duties:

- Ability to provide quality customer service and to ensure that staff members are providing quality customer service
- Obtain campground permits
- Making sure the completion of mandatory water testing of campground is completed
- Assist with Campground inspections from EGLE, Public Health, Insurance adjusters, Boiler Inspections
- Yearly registration of seasonal campers before regular camper registration
- Camper Registration; Managing Reservation System (Campspot yearly updates and system operation)
- Overseeing maintenance and security of the campgrounds
- Creating work schedules and task sheets
- Cash Handling, tracking finances and overseeing banking transactions
- Establishing yearly Budget and monitoring expenses for over-run
- Dealing with Refunds
- Monitoring campgrounds for hazards and unregistered guests, including nuisance animals
- Advertising campaigns
- Greeting and interacting with guests to ensure customer satisfaction
- Event Planning (example - Spooktacular)
- Ability to work independently. Requires the ability to analyze complex problems, evaluate alternatives and make sound decisions as to course of action.
- Critical thinking/Problem solving skills/Possess conflict resolution skills.
- Contract writing for Pavilion Rentals and Seasonal Camper Sites
- On-Call for staff & camp host outside of normal work hours (evening, nights and weekends) for questions or to fill in for absentee employees.
- Enforcement of Park/Campground Policies, Public Health Codes, County Road Laws, Liability Insurance Requirements, State and/or Federal Laws and Administrative Orders.
- Update Campground policies/camping rates/contracts yearly.
- Conduct employee trainings to ensure staff can perform duties.
- Basic maintenance skills when maintenance crew not available (zero-turn lawn mower)

- Make regular visits to all areas of the campground, ensuring campground facilities and staff is within standards.
- Manage maintenance parts inventory while adhering to budget requirements
- Oversee staff timekeeping for all park employees.
- Operate vehicles in the campground.
- Maintains and enhances a guest focused culture in all areas of responsibility.
- Organize manage the Park Advisory Board
- Work with maintenance crew on maintaining all park equipment and vehicles.
- Ability to supervise daily operation of Grounds Crew / Maintenance Personnel and Camp Hosts.
- Ensure safe working habits at all times and strict adherence to the Park Safety Policies.
- Requires knowledge of and experience in general accounting principles. Ability to work within departmental budgets. Ability to purchase supplies and equipment.
- Ability to communicate effectively orally and in writing; and the ability to follow oral and written instructions. Must possess sufficient written and verbal communication skills to be able to interact with a diverse general public, guests, co-workers, employees, vendors, and agencies in a professional manner, developing rapport and enhancing business relationships. Must have legible handwriting.
- Ability to react calmly and quickly in emergency situations.
- Must possess a valid driver's license
- Ability to lift objects weighing up to 50 lbs.

MEASURES OF PERFORMANCE

Success is measured by the degree to which the Manager:

- Maintains and grows effective and productive and collaborative working relationships with Delta County Parks staff and Commissioners, donors, volunteers, partners, and external stakeholders
- Meets or exceeds all fundraising and development goals and adheres to a code of ethical principles/standards and local, state and federal laws and regulations in doing so
- Meets all operational and program development goals as established by the County Board of Commissioners
- Meets all assigned deadlines
- Leverages and consolidates the recreational resources of Delta County to further recreational activities for the residents and visitors to the south-central Upper Peninsula of Michigan
- Prepares the overall Park system yearly budget and stays within said budget

WORKING CONDITIONS

The primary workplace is in a typical office setting at Delta

County's Pioneer Trail Park office in Gladstone Michigan. The Manager will also attend meetings, conferences and other recreational events deemed necessary. The Manager will frequently visit and assess the other County recreational facilities and lands (Fuller Park, Rapid River Falls, Sac Bay). Also, the Manager will frequently meet with all staff and discuss Park and staff goals/objectives. Also, the Manager will frequently meet with grantees and/or donors and provided on-site tours of finished projects.

QUALIFICATIONS & EXPERIENCE

- Leadership experience, preferably in recreational management, business administration or related field
- An accomplished fundraiser, with proven experience successfully soliciting major grants, projects, donations and/or gifts and meeting annual fundraising goals in excess of \$100,000
- Strong management skills, able to build, inspire and lead diverse teams of staff and volunteers
- Positive, collaborative leader with a can-do attitude and tolerant, friendly personality
- Resourceful individual, able to balance multiple priorities, complex situations and meet tight deadlines
- An organized, clear thinker and communicator with a passion for recreation
- An articulate and persuasive speaker and writer
- Experience working in a non-profit, volunteer-based organization is highly desirable
- An understanding of and commitment to the Delta County Parks mission
- Ability and willingness to travel, as well as to work outside the normal workday

Other highly desired skills:

- Excellent organizational skills
- Project organization and management experience
- Grant writing and grant achievement with administrative experience
- Familiarity with recreation and/or campground management
- Office management/supervisory experience and leadership skills
- Accounting/bookkeeping experience
- Excellent computer skills and familiarity with office equipment, Microsoft Office programs and managerial software (365 software), Team or Zoom for meetings, QuickBooks and website management
- Ability to work in a fast-paced environment and occasionally stressful
- Punctuality, honesty and integrity

Formal Education or Equivalent: College degree in recreation and/or business management, nonprofit management or related field is preferred.

This is a full-time position. Position classification - salary exempt.

Personal Committee: 4/12/2023

Board of Commissioners: 4/18/2023