

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board Members and Support Staff

FROM: Allan Ekberg, MPD Executive Director Subcommittee, Chair

DATE: June 12, 2013

SUBJECT: The Tukwila Pool - Metropolitan Park District (MPD) Board of Directors at its 2013 MPD work session agreed to seek an MPD Executive Director.

ISSUE

The Board has identified a need for a leadership position reportable to the Board of Commissioners (The Board) to manage and oversee the administrative and operational functions of The MPD.

PURPOSE

This memo introduces the final Executive Director job description and proposed hiring timeline. On Wednesday, June 6th, draft of both documents were distributed to Board members and staff. The attached documents have changed very little from those first drafts.

BACKGROUND

The Chair and Board members Robertson and Kate (appointed to representing the Board as an Executive Director Subcommittee) drafted the initial documents. On June 10th, the Chair, along with Board member Robertson met with City Administrator David Cline and Parks Director, Rick Still to review the job description and timeline and discuss the hiring process.

The MPD Board President (Verna Seal) and Council President (Kathy Hougardy) have discussed with the EDS Chair the desire to enlist the Council Analyst to assist in the Executive Director hiring process.

HIRING PROCESS and TIMELINE

The goal is to utilize three board meetings (one quarter of time) to advertise, interview and select the candidate, as defined in the Executive Director Position – Proposed Timeline. At a high-level, the process follows the recently used process for hiring the council analyst which we are familiar with:

1. Review / Finalize Job Description
2. Post Job Description
3. Review Applicants
4. Interview Applicants, select finalists
5. Interview final applicants, select finalist
6. Make and Negotiate Final Offer

RECOMMENDATION

Proceed with the Executive Director hiring process as outlined in the proposed timeline to seek the best qualified candidate to fulfill the skills and attributes attributed to in the job description.

Executive Director Position – Proposed Timeline

June 12, 2013

Process:

1. Review / Finalize Job Description
2. Post Job Description
3. Review Applicants
4. Interview Applicants, select finalists
5. Interview final applicants, select finalist
6. Make and Negotiate Final Offer

Proposed Dates

March 16 – MPD Work Session

- Board consensus to seek Executive Director

May 20 – Board MPD Meeting

- Executive Director Subcommittee (ESC) members identified (Kate, Dennis, Allan (chair))

June 17 - Board MPD MEETING

- Review position description. Finalize.
- Review hiring timeline. Finalize.
- Budget (1 qtr. in 2013; full year 2014)
- Process and Timeline Review
- ESC will utilize Council Analyst to support job-opening coordination and advertisement using existing City processes. All personnel that support this need will use standard City Support Services task tracking.
- July 3rd - Post job-opening on Wednesday, July 3rd. Applications are to be mailed to: Executive Director Subcommittee Chair Ekberg, c/o Laurel Humphrey at Tukwila City Hall
- August 2nd – Position closed - run job posting 4 weeks, through week of July 29th; formal close as of 4 PM August 2nd.

July 15 – Board MPD Meeting

- Executive Director Subcommittee chair – status board as to applications received to date
- August 3rd/4th (weekend) - Executive Director Subcommittee – review applications, distribute to first-round selection committee

- August 5th – week of - Application review & selection of finalists for interview by first-round selection committee (Exec. Director Subcommittee members, City Analyst, City Administrator, Parks and Recreation Director)
- August 12th – week of - Schedule preliminary interviews with first-round selection committee
- August 12th – end of week – determine best qualified

August 19 – Board MPD MEETING

- Executive Director applicant(s) presents qualifications to whole Board. Board Q&A session with applicant(s)
- Executive Session – discuss qualifications
- Determine best qualified Executive Director applicant
- Weeks of August 19 & 26th – Make and negotiate final offer

September 16 – Board MPD Meeting

- Executive Director – Goal - Starts 09/03/2013
- Executive Director – Orientation occurs w/MPD staff
- Executive Director – attends first Board meeting
- At September Board meeting, officially recognize and welcome Executive Director

October 21 – Board MPD MEETING

November 18 – Board MPD Meeting

December 16 – Board MPD Meeting

Note: This schedule is subject to revision as necessary

Tukwila Pool - Metropolitan Park District JOB DESCRIPTION

Job Title: Executive Director

Reports to: Board of Commissioners

Classification: Exempt, Part-time of minimum 20 hours per week

Background:

The Tukwila Pool - Metropolitan Park District (MPD) was formed in January 2011 as a new municipal corporation. Its purpose is to operate the Tukwila swimming pool in Tukwila, WA. The MPD has a Board of Commissioners (The Board) made up of the seven City of Tukwila council members. The City of Tukwila's Parks and Recreation Department, historically the pool's operator, currently is acting as a 3rd-Party vendor to the MPD to carry out day-to-day operations. Given the relationship the pool has had with the City's Park and Recreation Department, the administrative functions have been carried out by contracted support services provided by the City of Tukwila, private consultants and individual commissioners. In the Spring of 2013, the pool underwent a \$1.6M major renovation project. There is now a need for a leadership position reportable to the Board of Commissioners (The Board) to manage and oversee the administrative and operational functions of The MPD.

MPD Vision/Goals:

Vision: To provide a sustainable and efficient pool that exceeds the community's needs.

Goals: Provide the best run municipal aquatics program in the state:

- A. To operate a financial self-sustaining aquatics program.
- B. To provide a pool that is a safe haven.
- C. To be welcoming and inclusive to all.
- D. To maintain and support community involvement in the pool.
- E. To provide creative and relevant programs.
- F. To provide annual performance reporting to the community.
- G. Continue to review governance.

Position Summary:

Oversee effective operations of the Metropolitan Park District's Tukwila Pool.

The Executive Director will be a working management position. Key responsibilities will be to:

- Administer on-going MPD projects and activities
- Establish and implement policies and operating procedures for The MPD
- Assist The MPD in serving the citizens of Tukwila and surrounding communities
- Provide direction, oversight and represent the MPD Board to Staff* and Staff to the Board

Administration:

- Oversee third party operations and review performance annually
- Identify and apply for relevant grants available to the MPD for programs and operations
- Ability to work with operator to increase revenue and decrease operational expenses while maintaining programing and positive customer experience

Tukwila Pool- Metropolitan Park District JOB DESCRIPTION

- Develop and facilitate an active planning process including short and long term planning
- Develop MPD policies consistent with organizational vision, goals, and statutory requirements
- Manage the MPD's annual calendar of events working with pool staff
- Draft the MPD agenda and materials for MPD meetings (held Monthly and ad-hoc, as needed)
- Engaged in the development of an MPD Business Plan, including marketing activities
- Do research, find resources, evaluate and provide information to the Board of Commissioners and/or staff in support of The MPD's activities
- Develop, implement and maintain policy and procedure documents consistent with organizational goals and statutory requirements.
- Develop, implement and maintain operational processes/procedures consistent with Board direction
- Establish policies supportive of Board objectives
- Manage any Board identified Request for Proposals (RFPs) or Quotes (RFQs) needs
- Oversee compliant with fiduciary and regulatory requirements, including:
 - WAC 246-260 Water Recreation Facilities
 - RCW 35.61 Metropolitan Park Districts
 - RCW 70.90 Water Recreation Facilities

Budget & Finance:

- Ensure MPD operates within the approved annual budget
- Develop, recommend to The Board, an annual budget with proposals
- Identify performance metrics for revenue and operational expenses, collate on a monthly basis and review with the MPD
- Review monthly MPD financial statements and report to The Board president
- Develop, document and ensure effective audit processes and trails
- Ensure the coordination of payment of invoices
- Ensure quarterly financial reporting to The Board, as well as annual reporting
- Notify MPD Board immediately if the MPD budget obligations are not met

Project Management Oversight:

- Engage as necessary with assessment of physical plant problems as they arise and assist in defining the scope of work
- Provide oversight to procurement activities for The MPD, including the provisioning of materials, services, consultants, architects & engineers and contractors (as needed)
- Monitor project progress by working with The MPD staff, and others, as needed
- Maintain and safeguard the assets, records and documents of the MPD
- Benchmark MPD against substantially similar community pools

Board Relations:

- Work the MPD meeting agendas with the President of the Board (who reviews/approves them)
- Assist the President/Clerk of the Board in planning and supporting ad-hoc committees
- Initiate and assist in developing policy recommendations, preparing resolutions and setting priorities
- Facilitate the orientation of new commissioners

Tukwila Pool - Metropolitan Park District JOB DESCRIPTION

- Interface directly with MPD legal representation, as necessary, on issues requiring legal attention

Communications:

- Work with the pool operator to promote pool usage within the community
- Serve as spokesperson for The MPD
- Publish periodic communiqués to the community
- Distribute relevant and legal communications to the Board, contracted attorney and operator as appropriate
- Facilitate over the Tukwila Pool Advisory Committee (TPAC) - a citizen group with advisory capacity to The Board; coordinate the agenda
- Coordinate closely with:
 - President of the MPD Board and TPAC
 - Contracted services (lawyer, operator)
 - Other contracted service providers
 - Local school districts
 - Contracted users of the MPD facilities
- Ensure that The MPS's website and other social media services remain current
 - Construction Related url: <http://www.tukwilapool.org/>
 - Facebook url: <https://www.facebook.com/pages/Tukwila-Metropolitan-Park-District-Pool/132240046924338>
 - City of Tukwila, pool page: <http://www.tukwilawa.gov/recreation/recpool.html>

Qualifications:

Knowledge

- Extensive knowledge of Washington state laws, regulations and codes as they apply to park districts and swimming pool operation preferred
- Strong financial management and budget skills
- General knowledge of swimming pool systems and operation, such as filtration system, chemical controllers and feeders, HVAC, safety systems, pumps and electric motors
- Knowledge of accounting principles and budget preparation for cash-based system and Washington state BARS list of accounts
- Knowledge of methods, procedures and practices of issue analysis and evaluation, planning, bidding and construction as applied to swimming pool operation and facility maintenance
- Knowledge of Washington state records retention and public disclosure requirements
- Clearly understands and uses the components of a successful business organization

Skills

- Ability to lead an organization to exceptional performance levels, model positive work ethic and to integrate efforts of the entire pool organization
- Demonstrated past experience in successfully performing management functions: planning, leading, organizing, motivating, reviewing and evaluating results and personnel
- Able to identify problems, collect data and analyze situations, identify options, make recommendations, implement action plans, monitor progress, measure success and continue improvement
- Ability to interface with database systems such as accounting, records management, and inventory management

Tukwila Pool- Metropolitan Park District JOB DESCRIPTION

- Proficiency at a high level using Microsoft Word, Excel and PowerPoint
- Ability to set goals and objectives and carry them through
- Experience with the application, use, development and maintenance of web-based information
- Ability to work effectively alone or with multiple stakeholders
- Strong written and verbal communication skills

Attributes

- Works well with people, treating everyone with respect
- Takes appropriate initiative
- Follows through on commitments
- Delivers high quality work performance
- Projects and maintains a positive image at all times
- Works well as a team member/leader in all interactions
- Provides consistently high quality service

Performance Review

- Annual review by the President of the MPD Board and approved by the MPD Board.
- Contract renewal and compensation increases as approved by the MPD Board

Working Conditions

- Must be able to work from the pool, home, travel as necessary to meetings, be available for monthly evening meetings and occasional Special Meetings and, as available, attend some weekend Pool related events
- Regular meetings of The Board are every 3rd Monday of the month at 8 p.m. at Tukwila City Hall
- TPAC meetings occur the 1st Wednesday of the month at 7 a.m. in the Tukwila Community Center