

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: **Tukwila Pool MPD Board**

FROM: De'Sean Quinn, Board President

DATE: November 5, 2014

SUBJECT: **Interim / Permanent Executive Director**

ISSUE

Executive Director Job Description

FINANCIAL IMPACT

None at this time.

BACKGROUND

The MPD is currently operating without an Executive Director. Recruitment efforts for an interim and/or permanent Executive Director need to be commenced.

DISCUSSION

The Board should discussed proposed modifications to the existing job description.

1. Does the full board want to make adjustments to the job description?
2. Would this position be part-time as originally proposed?

RECOMMENDATION

Forward discussion of same to Executive Director Committee for consideration and implementation.

ATTACHMENT

MPD Executive Director Job Description

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
- Develop and facilitate an active planning process including short and long term planning

Tukwila Pool- Metropolitan Park District JOB DESCRIPTION

- 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 compliance 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:

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

Tukwila Pool - Metropolitan Park District JOB DESCRIPTION

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 MPD'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
- Proficiency at a high level using Microsoft Word, Excel and PowerPoint
- Ability to set goals and objectives and carry them through

Tukwila Pool- Metropolitan Park District JOB DESCRIPTION

- 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

How to Apply

Submit a resume and cover letter, containing salary requirement, by mail or in person to:

MPD Executive Director Subcommittee Chair Allan Ekberg
c/o Laurel Humphrey
6200 Southcenter Boulevard
Tukwila, WA 98188

Submissions for this position will be accepted through 4:00 p.m., Friday, August 30, 2013.

Teens for Tukwila
City Council Charter
October 2014

The Teens for Tukwila Committee is a member committee established through the Tukwila Parks and Recreation Teen Division.

Teens for Tukwila's mission is to strengthen our community.

The Committee shall:

1. Meet annually with Washington State elected officials at Youth Action Day.
2. Annually give a Year in Review presentation to the City of Tukwila City Council.
3. Participate in community, private, and global projects and partnerships.
4. Perform functions as may be required from partnerships. Ie. World Vision (Youth Empowerment Program), Imagine Scholars, and future partners.
5. Be open to Tukwila teens (High School age) who have a passion for their community.
6. Consist of equally ranked members.
7. Determine the content, time, and place of its meetings.
8. Report to the City Council bi-monthly (during the school year) on its activities and recommendations via email and/or in person.
9. Review and change this charter when needed.
10. Bring the concerns of the community to the City Council's attention
11. The committee would like the City Council to create trainings and/or workshops for the committee to attend in order to gain knowledge of the role of City Council.
12. Have a trial period, during the 2014 & 2015 school year, before a decision is made to partner with the City Council long term.
13. Remain known as Teens for Tukwila and represent itself, and make decisions regarding the group.
14. Work hand-in-hand with the City Council in service to the community.