

TUKWILA POOL METROPOLITAN PARK DISTRICT

Special Meeting of the Board of Commissioners

Jeri Frangello-Anderson-President *Board Members:* Ellen Gengler Christine Neuffer - Clerk
Vanessa Zaputil

Monday, June 5, 2017

BOULEVARD PARK LIBRARY – 12015 ROSEBERG AVE S, SEATTLE WA 98168

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| 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE/MISSION AND VISION STATEMENT/ROLL CALL | | |
| 2. APPROVE AGENDA | | |
| 3. CITIZEN COMMENTS (<i>Limited to 4 minutes</i>) | | |
| 4. BUSINESS ITEMS | a) District Administrator Hiring Process | |
| 5. MISCELLANEOUS | | |
| 6. EXECUTIVE SESSION The TPMPD Board of Commissioners may recess into Executive Session to consider the employment or dismissal of personnel, to review the performance of a public employee, to consult with legal counsel, to consider the position to be taken in collective bargaining, to consider acquisition or sale of real estate or other matters per RCW 42.30.110 | | |
| 7. ADJOURNMENT | | |



TUKWILA POOL METROPOLITAN PARK DISTRICT

Mission, Vision & Values

TPMPD Mission Statement:

To provide a welcoming public aquatics facility managed in a fiscally-responsible manner with a focus on safety. We carry out this mission with a Board and staff who are compassionate, inclusive and responsive to the needs of our diverse community, working to foster positive and life-long experiences with aquatic environments.

TPMPD Vision Statement:

Contributing to the quality of life for our community, and for future generations, through welcoming, fun, safe and positive aquatic experiences at the Tukwila Pool.

TPMPD Core Values:

We Value...

...a safe, inclusive, caring public resource that is integrated into the fabric of our community

...educating all ages of our community in the lifelong skills of swimming and water safety

...integrity and maintaining the highest ethical standards by communicating honestly and transparently

...treating everyone with respect and embracing diverse opinions

...conducting our business and maintaining our facility in a fiscally-responsible manner that ensures the community can depend on aquatics as an available resource for generations to come

...creative, affordable and fun programming that is responsive to the community's needs and contributes to the overall health and wellness of the community

...a spirit of collaboration and innovation when working with others to enhance services available for our community members

...our amazing volunteers!

...citizens of Tukwila whose support allows every resident and staff member to feel a sense of ownership of the pool

INFORMATIONAL MEMORANDUM

TUKWILA METROPOLITAN PARK DISTRICT

TO: **Tukwila Pool MPD Board**

FROM: TPMPD Organizational Ad-Hoc Committee:
TPMPD President - Jeri Frangello-Anderson
TPMPD Commissioner - Vanessa Zaputil,

DATE: June 5,2017

SUBJECT: **TPMPD Organizational Ad-Hoc Committee Report**

ISSUE

The TPMPD wishes to create an organizational chart of the District, create a job posting, and post the position.

FINANCIAL IMPACT

Creates a new, part time, position that has a salary range of up to \$25.00/hour part time, 20-25 hours a week.

BACKGROUND

At the May 23rd, 2017 TPMPD Board of Commissioners special meeting, it was decided to create an Ad-Hoc committee to conduct research and provide a recommendation to the Board on a long term solution for the organizational needs of the District. Ranges of higher level administrative jobs ranged from \$21 - \$25/hour. The committee recommended an hourly position up to 25 hours a week vs an exempt position. The basis for this was the current duties presented on job description and time analysis. TPMPD President Jeri Frangello-Anderson and TPMPD Commissioner Vanessa Zaputil were appointed to the Ad-Hoc committee.

DISCUSSION

It was discussed by the Board of Commissioners that the current organizational chart of an Aquatics Manager and an Executive Director did not adequately fulfill the needs of the District.

As a result of that discussion the Ad-Hoc Committee created an organizational chart and job posting/job description for District Administrator. The committee concluded that the title of Administrator Director would be better than the title Clerk. The Ad-Hoc Committee proceeded to research the necessary job functions associated with the District Administrator.

- **Provide Board Support**
- **Assist the District in serving the citizens of Tukwila and surrounding communities**
- **Administer on-going District functions, projects and activities**
- **Strong financial and budget preparation**
- **General knowledge of the basic legal requirements of contracts, leases, agreements and the ability to draft documents for review by the District's Attorney**
- **Knowledge of Washington State Laws, regulations and codes as they apply to park districts and aquatic facilities**

Comparable job salary data us as follows:

The mean high hourly wage for Business Administrator or Paralegal jobs in Seattle area was researched to be \$24.50/hour

The mean low hourly wage for the above referenced jobs was researched to be \$21/hour.

Lower level jobs such as Administrative Assistant in the Seattle had a mean hourly wage of \$17.31 according to Indeed.com

Because of the requirement to perform at a high level, work independently and maintain higher qualifications, it was decided to offer higher than the mean high hourly wage.

The estimated hours for this position, based on estimates from the current Executive Director job- amended to reflect reduction in duties- was 17 hours/week on average.

The decision to recommend 20-25 hours/week, and to recommended hourly instead of exempt, was to permit additional hours on weeks that require more time and ensure adequate compensation for the employee. This is particularly important at the beginning when coming up to speed and accomplishing any necessary training commensurate with the job.

Financial impact would be up to \$32,500 plus benefit costs up to \$4,875 and payroll taxes approx. \$3,000.

The next steps for the Ad-Hoc Committee was to identify job posting resources and a time line for accomplishing that task. The Committee feels that posting as soon as possible jobs at the The committee proposes that a posting date of no later than June 7, 2017, would be a reasonable goal if the Board makes a decision at the June 5, 2017 at the Special TPMPD Meeting, or shortly after. The Committee further proposes that it be open for four weeks until July 7, 2017, or until filled. The resources for posting are proposed as follows:

1. TPMPD Website
2. TPMPD Facebook
3. Linked In ?? Researching this option
4. Washington Recreation & Parks Association
5. Tukwila Reporter
6. Indeed
7. Recreationanparksjobs.com
8. Craigslist
9. Tukwila Pool Lobby
10. Other local social media: Nextdoor, Tukwila Blog, Burien Blog, etc.

The Ad-Hoc Committee also suggests that the Board have a discussion on forming an additional Ad-Hoc Committees for interviewing, reference checking and facility tours for candidates or have the current Ad-Hoc Committee continue in this capacity.

RECOMMENDATIONS

1. Adopt a TPMPD Organizational chart that removes the Executive Director Position and add District Administrator to be under Board of Commissioners and in alliance with TPAC and Aquatics Manager between the Board and the Operations, with addition to have Bookkeeper between Aquatics Manager and District Administrator
2. Create Administrative Director Job with accompanying job description.
3. Post a TPMPD Part Time District Administrator, no later than June 7, 2017
4. Form additional Ad-Hoc committees to complete the hiring process or continue with current Ad-Hoc Committee.

ATTACHMENTS

1. Proposed District Administrator Job Posting
2. Proposed District Administrator Job Description
3. Proposed Organizational Chart



District Administrator **Position Description**

SUMMARY

The District Administrator position provides the District related and administrative support for the Tukwila Pool MPD which includes District funds management, budget auditing, records management, election management and contract/policy review and advising. The District Administrator serves as a resource to the Board of Commissioners to facilitate District meetings and functions and works closely with the TPMPD Aquatics Manager.

Reports to: TPMPD Board of Commissioners

Classification: Hourly, Part-time (20-25 hours/week) \$25/hour

QUALIFICATIONS

Knowledge and Education

- Principles, practices, and procedures related to public agency record keeping, elections, and the District Administrator of the Board function.
- Strong financial management and budget preparation skills
- Knowledge of Washington State laws, regulations and codes as they apply to park districts and swimming pool operations preferred
- General knowledge of the basic legal requirements of contracts, leases, agreements and the ability to draft documents for review by the District's contracted attorney.
- Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:
 - Equivalent to an Associate of Arts degree in public or business administration
 - (3) years of increasingly responsible office administrative experience, preferably in a public agency.
 - A Bachelor's degree is preferred
 - Experience as a municipal Clerk, paralegal, and or in direct support of a Board of Directors is preferred.
- Must be able to pass a WSP and FBI background check

Skills

- Strong organizational, written and verbal communication skills essential
- Pays attention to detail and can multitask
- Demonstrated ability to work independently with little or no supervision
- Ability to analyze information, draw conclusions and make recommendations
- Ability to work effectively alone or with multiple stakeholders
- Ability to interface with database systems such as accounting, records management, and inventory management
- Proficiency at a high level using MS 365, Microsoft software, Quickbooks, and Management Information Systems (MIS)
- Ability to administrate website

Attributes

- Works well with people including being a leader and a team member, treating everyone with respect
- Takes appropriate initiative
- Timely follow through while delivering high quality work performance

RESPONSIBILITIES

District

- Provide Board Support including recommendations and guidance
- Provide financial oversight for the District
- Maintain and safeguard the District's assets, records and document
- Ensure District compliance with Washington State asset acquisition, inventory and disposal processes and records

Administrative

- Create an efficient administrative organization for the District
- Collaborate and manage the TPMPD District annual calendar
- Assist the Board President/Board Clerk in agenda planning and drafting
- Compile all agenda items and materials for Commissioner meetings in a timely manner
- Create summary minutes for Regular and Special Meetings
- Ensure District compliance in OPMA and RCW rules and regulations including all necessary noticing of meetings, agendas, and posting of records
- Work with the Board President on the orientation of new Commissioners
- Facilitate and provide support for all Board Meetings and Committee meetings as needed
- Develop and oversee the District's Records Management consistent with Washington State's Access to Public Records requirements
- Assist the Aquatics Manager as needed in preservation of HR files
- Facilitate, manage and maintain District's contracts, agreements, ILAs and other legal documents; both paper and electronic
- Ensure District email is administered, maintained and preserved
- Ensure District servers/information is regularly backed up
- Interface directly with the District's contract attorney as necessary on issues requiring legal attention
- Interface directly with the District's contract CPA on issues requiring high level financial attention

- Ensure all District bookkeeping is performed and recorded per uniform accounting standards and TPMPD policy including quickbooks entry, BARS codes reporting, District credit card management, timely King County voucher processing
- Assist the Aquatics Manager in hiring of District bookkeeper
- Ensure District's compliance with all King County Elections requirements
- Manage Board identified Request for Proposals (RFPs) or Quotes (RFQs)
- Ensure compliance with all federal, state and local fiduciary and regulatory requirements including:
 - WAC 246-260 Water Recreation Facilities
 - RCW 35.61 Metropolitan Park Districts
 - RCW 70.90 Water Recreation Facilities
- Ensure that the District's website and social media are kept up to date

Budget and Finance

- Assist the Aquatics Manager, as requested, in developing and preparing the annual operational budget, develop and prepare District related areas of budget and any budget amendments for Board approval including all necessary filing
- Oversee District operates within the approved annual budget
- Analyze and recommend annual levy amount, complete documentation and ensure timely submission to King County
- Develop, document and ensure effective audit processes and trails
- Ensure annual reports and required periodic audits for the Washington State Auditor's Office are completed, filed and or performed, coordinating with the District CPA as necessary
- Monitor and maintain all District bank accounts including necessary transfers
- Work with the Aquatics Manager to identify performance metrics for revenue and operational expenses and review monthly with the Board of Commissioners
- Provide monthly and annual financial reporting to the Board of Commissioners
- Develop short and long term budget forecasting

WORKING CONDITIONS

- Must be able to work from the pool facility, travel as necessary to meetings, be available for monthly meetings, special meetings and committee meetings
- Maintain regular on-site District office hours as approved by the Board of Commissioners
- Regular meetings of the Board of Commissioners are every second (2nd) Monday of the month at 6:00 p.m. at Valley View Sewer District building (subject to change)
- The Tukwila Pool Metropolitan Park District is an equal opportunity employer

HOURS, SALARY & BENEFITS

This position is hourly, Part-time (20-25 hours/week)

- The successful candidate is expected to work 20-25 hours/week and will be responsible for developing a schedule to ensure maximum effectiveness in this position. Weekend and or evening work is occasionally required
- Salary: \$25/hour
- Benefits: Our benefits include family use of the facility, an allowance equal to 15% of salary to be used at the employee's discretion for medical, dental, child care and or retirement plan), paid vacation, sick leave, floating holidays and merit increases

TUKWILA POOL METROPOLITAN PARK DISTRICT

****POSITION OPENING****

DISTRICT ADMINISTRATOR

PART TIME

The Tukwila Pool Metropolitan Park District Board of Commissioners desires to hire District Administrator to provide District support and oversight capabilities to the organization. It is a small District which owns and operates one swimming pool. The key responsibilities of this part time hourly 20 - 25 hours a week position will be to:

- Provide Board support
- Assist the District in serving the citizens of Tukwila and surrounding communities
- Administer on-going District functions, projects and activities
- Strong financial and budget preparation
- General knowledge of the basic legal requirements of contracts, leases, agreements and the ability to draft documents for review by the District's attorney
- Knowledge of Washington State Laws, regulations and codes as they apply to park districts and aquatic facilities.

The ideal candidate is self-motivated who excels at working independently. Knowledge of Washington State laws as they apply to aquatic facilities and municipal park districts. Ability to interface with various database systems such as accounting, records management and inventory management.

Bachelors Degree or equivalent experience preferred.

Candidate must be able to pass a WSP and FBI background check.

Hourly rate @ \$25.00/Hour

How to Apply

Submit a resume and cover letter detailing your interest and qualifications by email, mail, or in person to:

TPMPD Board of Commissioners
4414 South 144th St.
Tukwila, WA 98168
jobs@tukwilapool.org

Submissions for this position will be accepted through 4:00 p.m., Friday July 7, 2017

View full District Administrator job description online at www.tukwilapool.org

TUKWILA POOL METROPOLITAN PARK DISTRICT ORGANIZATIONAL CHART

