

# HURON CLINTON METROPOLITAN AUTHORITY

## POSITION DESCRIPTION



### Director

**GENERAL STATEMENT OF DUTIES:** Under the direction of the Board of Commissioners, the Director serves as chief executive officer of the Metroparks and provides strategic and operational leadership for the organization.

**SUPERVISION RECEIVED:** This is an at-will position that works under the policy direction of the Board of Commissioners.

**SUPERVISION EXERCISED:** The Director provides direction to and works collaboratively with the Metroparks senior management team.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Provides leadership and direction in the development and implementation of short and long-range plans, ensures that the mission and core values of the Metroparks are achieved.
- Develops policies, procedures and processes as needed to implement the decisions and policy directives of the Board of Commissioners.
- Works in conjunction with the Board of Commissioners to develop a vision for the future of HCMA.
- Provides professional advice to the Board of Commissioners and department heads.
- Engages the Board on policy matters and communicates information, analysis and recommendations and options for Board consideration.
- Evaluates potential projects, programs and services to determine feasibility and makes recommendations and reports to the Board of Commissioners.
- Communicates with the Board of Commissioners on a regular basis. Ensures that Board is notified of issues and emergencies as they arise.
- Represents the Metroparks and collaborates with local and regional institutions and groups in support of the Metroparks mission and goals.
- Identifies, measures and reports Key Performance Indicators (KPIs). Uses data to drive operational improvements.
- Promotes the adoption of new technology to support operational efficiency and customer service.
- Serves as final hiring and terminating authority for all personnel except those whose appointment is made by the Board of Commissioners. Actively supports the development of a diverse workforce and an inclusive organizational culture.
- Collaborates with all members of senior leadership to direct and administer operations to achieve full and effective use of personnel, facilities and equipment and to establish a strong productive organizational culture.
- Provides clear direction and feedback to HCMA department heads and holds them accountable for results.
- Assures that Metroparks parks, amenities and services are responsive to the diverse population of the region including urban residents and underserved communities.

- Monitors HCMA operations to ensure compliance with all applicable laws (including the Americans with Disabilities Act), regulations, rules, policies, ordinances and HCMA bylaws.

**MINIMUM QUALIFICATIONS:****Required:**

- Bachelor's degree in a related field from an accredited college or university and/or demonstrated experience and success in a relevant executive leadership role.
- Ability to perform the essential duties as listed.

**Preferred:**

- Master's Degree in a related field from an accredited college or university.
- Ten years of increasingly responsible management level experience sufficient to demonstrate ability to perform the required duties.
- Three years of experience in an executive leadership role.
- Working knowledge of parks & recreation operations.

**TOOLS & EQUIPMENT USED:** Computer including financial, accounting, payroll, data base, scheduling, publishing, spreadsheet, and word processing software; calculator, copy & fax machines; phone, radios, automobile.

**PHYSICAL DEMANDS:** The physical demands 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 be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is frequently required to use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee generally performs work within an office environment. The noise level is usually quiet. Occasionally, the employee will be required to work in outdoor environments and will be subject to weather conditions to include heat, rain, and snow.

The Huron-Clinton Metropolitan Authority is an Equal Opportunity Employer (EOE).