

REQUEST TO FILL VACANCY

Position Vacancy Director, Brookings County Outdoor Adventure Center
Department BCOAC
Vacancy Result of: Employment Ending

Please respond to each of the following or provide the requested item. Attach additional sheets if necessary.

- 1. **Job Description:** see attached
- 2. **Departmental Organizational Chart**
- 3. **Severance Payout Calculations for Terminating Employee**

Vacation	\$	<u>983.24</u>
Sick Leave	\$	<u>0</u>
Employee Retirement Recognition	\$	<u>0</u>
Other	\$	<u>0</u>
Total	\$	<u>983.24</u>

- 4. **Explain the effects of leaving the vacancy until severance is accumulated.**

Full-time management is needed at the facility as soon as possible.

- 5. **Explain the effects of leaving the vacancy permanent or discussion of alternatives.**

This is the only full-time position in this department.

- 6. **Provide description of departmental discussions about the vacancy.**

- 7. **Estimated length of time to fill the position after approval.**

6-8 weeks

- 8. **Any additional comments?**

Department Manager

Date

Request for filling of vacancy: **Approved**

 Denied

Chairman, Brookings County Commission

Date

POSITION TITLE: Director, Brookings County Outdoor Adventure Center
DEPARTMENT: Outdoor Adventure Center
REPORTS TO: Brookings County Commission & Brookings County
Outdoor Adventure Center Advisory Board
FLSA STATUS: Exempt
GRADE: E-10

DESCRIPTION OF WORK

General Statement of Duties

Responsible for the direct administration and operation, including all business and accounting roles, of the Brookings County Outdoor Adventure Center. Performs planning, organizing, and directing functions as well as marketing and supervisory work associated with all aspects of the operation of the Brookings County Outdoor Adventure Center (BCOAC). The Brookings County Outdoor Adventure Center is a county-owned and operated facility. Therefore, it is required to be administered following the applicable state statutes and established county policies.

Supervision Received

Works under the broad supervision of the County Commission and the Brookings County Outdoor Adventure Center Advisory Board, an advisory board to the County Commission.

Supervision Exercised

Exercises general and direct supervision over full time, part time and volunteer staff.

Examples of Duties: (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this grade)

- Develops and directs high quality member engagement strategies and programs which support BCOAC goals and strategies.
- Responsible for all business and financial operations of the BCOAC.
- Directs BCOAC marketing and communication efforts.
- Recruits, hires, trains, develops and directs employees and volunteers. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.
- Develops, manages, and monitors assigned operating budgets to meet or exceed targets. Recommends adjustments to the budget to assure a balanced operation and submits reports on current operations.
- Oversees the maintenance of the BCOAC facility to ensure high standards of maintenance, safety, cleanliness and to ensure the requirements of regulatory codes are met.
- Develops and maintains a positive working relationship with 4-H and South Dakota Game, Fish and Parks staff on the scheduling, promotion and maintenance of the building.
- Performs administrative duties for the BCOAC Advisory Board to include agenda creation and meeting attendance.
- Represents and promotes the BCOAC in the local community and develops positive working relationships with other organizations, businesses, and governmental entities.
- Identifies opportunities to apply for grants that would enhance the goals and strategies of the BCOAC.
- Performs other duties as deemed necessary by the hiring authority

QUALIFICATION FOR APPOINTMENT

Required Knowledge, Skills, Abilities

- Ability to direct assigned operations including supervision of staff, tracking and managing finances, development and monitoring of budgets, volunteer management, marketing and public relations, identifying grant opportunities, program development and facility management.
- Ability to establish and maintain collaborations with community organizations.

- Excellent verbal and written communication skills
- Proficient with Microsoft Office suite. Previous Point-of-Sale (POS) experience preferred.
- CPR and First Aid certifications may be required.
- Pistol Range Safety Officer and Archery Range Safety Officer certification required within 6 months of hire date.

Education

- Graduation from high school or GED Certificate required.
- Bachelor's degree in business administration, management or related field preferred.

Experience

Five or more years of operations and fiscal management experience. Previous background in recreation preferred.

OR

Any equivalent combination of education and experience as is acceptable to the hiring authority and state statutes.

Commission Chairperson

Date