

Finance and Administrative Director, Recreation and Park District

North County Recreation and Park District

Details

Posted:

March 21, 2019

Location:

Castroville, California

Salary:

Annual salary range: \$56K – 63K

Type:

Full Time - Experienced

Categories:

Administration, Executive Management, Operations

Required Education:

4 Year Degree preferred

Active Recreation and Park District is looking for a qualified individual to join our team! Our District serves the North Monterey County area with quality parks, after school programs, youth and adult sports leagues, and a senior/recreation center that is a hub of our community. NCRPD provides recreation services, programs and facilities to the unincorporated coastal communities of North County totaling about 19,000 residents with an annual budget of \$970K.

Our District offices are located in the recreation center, which means our work environment is filled with noise, interruptions and fun!

The Finance and Administrative Director position: Under general supervision, plans, organizes, supervises, and participates in work involving operation of administrative activities and accounting systems. Also serves as secretary to the General Manager and the Board of Directors, relieving them of a variety of administrative details; performs difficult and complex office support work; prepares and distributes the Board agenda; and maintains official records of Board proceedings and actions.

The ideal candidate should....

- Have experience in budgeting, managing financial resources, personnel management, and resources planning.
- Have the experience to supervise administrative staff.
- Have the experience to plan, organize, and implement administrative functions.
- Be proficient in QuickBooks and MS Excel.
- Have experience in webpage management
- Have the experience to record accurate minutes, distribute resolutions and actions, as necessary.
- Have the experience to establish and implement a centralized records management system.
- Have the experience to establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Have the experience to maintain official records of Board proceedings and actions under the direction of the officially designated, "District Secretary".
- Have experience managing Human Resources.
- Have experience in maintaining payroll, accounts payable and accounts receivables.
- Have the experience to manage rental contracts for District facilities and maintain necessary documentation; insurance, special licenses and security.
- Be able to communicate with public in written and verbal form in both English and Spanish.

Desirable Qualifications

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Experience: Five years of office support experience in a supervisory role in a public agency, preferably at a recreation district.

Education: Completion of an AA Degree or Bachelor's Degree from an accredited college or university in accounting, business administration, or closely related field is highly desirable. Or equivalent of four years work experience in these fields.

The position is open until filled and offers a competitive compensation package.

Please send your resume and cover letter in Word or PDF format to North County Recreation and Park District, Attention: FAD search committee, P.O. Box 652, Castroville, CA 95012 or email to judy@ncrpd.org before April 18, 2019. A copy of the full job description is available on our website www.ncrpd.org For additional information about this job, please contact the district office 831 633-3084 or email judy@ncrpd.org