

**WARREN COUNTY PARK DISTRICT  
CHIEF EXECUTIVE OFFICER  
JOB POSTING**

*General Information*

The Warren County, Ohio, Park District (WCPD) is seeking a forward-thinking, strategic leader to serve in the newly-created position of Chief Executive Officer (CEO). The CEO must be a proven, collaborative team-builder, able to combine vision, problem-solving and innovation in the oversight of the growing WCPD.

Under the direction of the WCPD's three-member Board of Commissioners (Park Board), and with assistance and support of the WCPD's Chief Operations Officer and Chief Financial Officer, the CEO will oversee a budget of approximately \$2 million and manage, supervise, and direct a team of 9 full-time and 50 part-time/seasonal employees.

*WCPD Background*

The WCPD is a political subdivision of the State of Ohio created in 1970 under Ohio Revised Code Chapter 1545. Governed by a three-member Board of Commissioners, the WCPD is responsible for the maintenance and operation of all county (but not municipal or township) parks located within Warren County, Ohio.

The WCPD serves Warren County's 246,000 residents through over 1,700 acres of parkland, consisting of 15 active parks and 4 passive park properties. Park offerings include a splash pad, skate park, challenge course, 18-hole golf course, outdoor amphitheater, fishing and boating lakes, softball complex, tennis and basketball courts, outdoor sports fields, group shelters, and trail system.

*CEO Core Competencies*

The CEO will:

- Oversee the WCPD's strategic vision
- Create short- and long-term, strategic plans
- Create complete business plans to attain goals and objectives
- Develop and implement strategies to promote the WCPD's mission
- Provide leadership to advance Park District-wide initiatives
- Lead decisions to drive WCPD growth (including improved financial development and growth)
- Collaborate with the WCPD Board of Commissioners (Park Board) and leadership team to implement strategic plans for overall development and management of relationships with new and existing key stakeholders
- Further the financial stability and growth of the WCPD by creating financial development plans and working to develop public and private funding sources from

grants and foundations to long-term corporate, organizational and individual donor development

- Develop and maintain good working relationships with local, regional, state, and national officials and other agencies or organizations concerning parks and recreation
- Work to improve WCPD's public relations and marketing

Interested candidates should be able to demonstrate a proven track record and skills sets for:

- Strategic planning and development
- Excellent understanding of finance-related performance standards
- Developing and executing financial strategies relevant to Ohio park districts, including work with local government funds, real estate tax revenues, and tax levy laws.
- Excellent written and verbal communication skills, including public speaking
- Demonstrated knowledge of park district best practices
- Organization and leadership skills
- Strategic thinking and analytical skills
- Building collaborative relationships with board members, community and business leaders and community organizations
- Identifying, applying for, and obtaining grants
- Ability to work multiple, complex programs and tasks independently with success
- Ability to make decisions in sometimes ambiguous situations
- Ability to delegate tasks to subordinates
- Knowledge and understanding of public bid law, requirements and bid process

Candidates should be able to continuously demonstrate a friendly and cooperative attitude, personal demeanor, interpersonal skills and judgment to create trust, deliver results, and influence a positive culture.

### *Education and Experience*

- Bachelor's degree in Parks and Recreation, Business, Public Administration, or a closely related field required. Masters preferred.
- Preference will be given to individuals with 10 years' experience in an upper-level management position, preferably in parks and recreation, municipal government or not-for-profit
- Preference will also be given to individuals with Certified Park and Recreation Professional (CPRP) or Certified Park and Recreation Executive (CPRE) certifications

### *Salary and Benefits*

Base salary of at least \$90,000, with actual salary to-be-negotiated commensurate with candidate's education and experience. Additionally, WCPD offers a comprehensive benefit plan and includes a generous contribution to medical, dental,

life insurance and a defined public employee retirement plan; optional Health Savings Account (HSA); car and phone allowances; and paid vacation, personal leave, and holiday time.

*To Apply or For More Info:*

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