



# Crook County Parks and Recreation District

## Deputy Director – Operations

### JOB DESCRIPTION

Salary Range: **\$60,108 - \$89,774** (Eligible for annual increases on July 1)

Dept: **Office**

Exempt/Nonexempt: **Nonexempt**

Reports to: **Executive Director**

#### **General Position Summary:**

Plans, organizes, and directs administrative services and financial management of the District. Directs staff; supervises and participates in office automation, personnel and/or other administrative and financial support activities; acts as the human resource officer; coordinates and participates in analytical studies addressing administrative issues; supervises personnel and/or other administrative support activities; assumes the duties of the Executive Director in their absence; serves as a member of the districts management/supervisory team.

#### **Essential Functions/Major Duties:**

##### **ACCOUNTING:**

- Responsible for accounts payable, accounts receivable, and all other necessary financial needs for the District, the Crook County RV Park, Ochoco Lake, Haystack Reservoir, Capital Improvement funds, well as any other established Special Funds
- Computes payroll, produces payroll checks, pays payroll taxes on a timely basis, completes all required quarterly and yearly reports, and produces year end W2's and 1099's
- Responsible for obtaining vendor W9's
- Manage and maintain financial reports, cash flow, investments, tax rollovers, bank reconciliation, and bank deposits
- Maintain computerized accounting system including users and required updates
- Establish & maintain files
- Prepare and analyze financial statements for staff, intergovernmental partners and Board of Directors as requested
- Prepare for annual audit, interim and final
- Maintain capital assets and depreciation
- Prepares year-end IRS filings for the Foundation
- Review and approve District expenditures
- Self-audit expenditure requests for accurateness and assign corrections as necessary
- Act as the Secretary Pro-Tem for Crook County Parks & Recreation District and Foundation which includes accounts payable, accounts receivable, and all other necessary financial needs as well as attending meetings
- Check signing authority for the District and Foundation



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## **BUDGETING:**

- Prepares annual budget and presents to the budget committee; all advertising of budget meetings and hearings as required by law
- Prepares all required budget reports
- Serves as budget officer for the budget committee
- Annual filing of budget documents to appropriate county departments

## **AUDIT:**

- Prepare for annual interim and final audit
- Coordinate and correspond with the auditor(s) for interim and final audit work
- Review and edit draft audit financials provided by auditor(s)
- Seek new auditing firm when necessary

## **OFFICE & RECREATION**

- Assist when needed in the operation of the District's recreation programs
- Stay current with the recreation registration software
- Provide detailed response of information requested about programs and activities
- Help in the reception area when needed
- Assist to keep the District website updated
- Oversight and management of the Crook County RV Park, Ochoco Lake Campground and Haystack Reservoir Campground, including:
  - Hiring process for camp hosts (advertise, interview, contract)
  - Hiring process for seasonal RV Park Office Assistants
  - Oversee daily intake of revenues and preparation of daily/weekly/monthly reports associated with revenue for each campground
- Ability to deal with conflict at the campgrounds in a professional manner and bring peaceful resolutions
- Serve legal notice of eviction to campground visitors
- Attends board meetings as scheduled, including special meetings and executive sessions as called
- Assists Executive Director in overseeing election procedures for board seats, serial levies, tax measures, and bond issues
- Assist Executive Director in overseeing Administration of System Development Charges (SDC Fees)
- Properly maintain Public Records
- Responsible for being familiar with the Secretary of State Archives Division Special District Retention Schedule and maintaining records accordingly
- Act as the "Record Officer"
- Assist Executive Director in handling Public Records requests



# Crook County Parks and Recreation District

## HUMAN RESOURCES

- Supervise and train the Executive Administrative Assistant and Office Administrative Assistant and assign duties as necessary
- Provide general guidance on staff and volunteers
- Establish & maintain personnel files
- Handle personnel complaint issues
- Conduct new hire orientation and assist with new hire paperwork. Includes required background checks, E-Verify, employment verification, drug/alcohol testing
- File and post annual OSHA required reports
- Maintain mandatory employee posters and notices
- Renewal of various annual permits
- Conduct pay equity review every 3 years
- Conduct annual I9 self-audit
- Administer health insurance plan and other employee benefits
- Responsible for being familiar with and following the District policies & procedures
- Perform other job-related duties as assigned
- Work extended hours (weekends or nights) when necessary due to recreation activities and special events
- Maintain a safe working environment
- Follow safety rules & procedures as outlined in the policy manual
- Attend safety meetings
- Attend staff meetings, prepared with department update reports and appropriate suggestions
- Organize job related training for office staff
- Train camp hosts in policies and procedures related to campgrounds/RV Park

### **Job Scope:**

This job works within the confines of the District's fiscal year budget and is responsible for development and/or decisions regarding new policy or guidelines, staff accountability, has decision-making authority, is creative/innovative, and has a level of responsibility for planning.

### **Interpersonal Contacts:**

Internal - All Parks and Recreation District staff

External - County, city, and state officials, SDAO staff, human resources outreach, auditors, legal counsel, the general public

### **Supervisory Responsibility:**

- Supervise and advise office staff – Executive Administrative Assistant, Office Administrative Assistant, and RV Office Assistants
- Supervise and advise camp hosts



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- Assist Recreation Coordinator and Athletic Coordinator with general guidance on staff and volunteers working in recreation programs
- Assure annual inventory has been completed & recorded
- Conduct performance evaluations
- Administer discipline according to District policy
- Schedule employees leave requests
- Assist the Executive Director in hiring District staff
- Carry the administrative responsibility of the Executive Director in his/her absence

## **Specific Job Skills:**

- Strong computer skills including but not limited to email, internet, Microsoft Office Suite
- Able to organize and prioritize work
- Skilled in time management
- Excellent leadership and supervisory skills
- Work cooperatively with staff and the public
- Work independently within the established policies and procedures of the district
- Communicate orally in the English language in a one-on-one or group setting
- Produce written documents in the English language using proper sentence construction, punctuation, and grammar
- Ability to deal with conflict in a professional manner and bring peaceful resolutions

## **Education and/or Experience:**

- Associate's degree in business administration, accounting, or parks and recreation related field plus five years of administrative experience that includes customer service, supervision, budget preparation, public accounting, payroll and/or data analysis, or
- A combination of training, education, and experience that is equivalent to the employment standards listed above and that provides the required knowledge and abilities.

## **Job Conditions:**

- Work is performed in an indoor environment
- Periodic travel to meetings, conferences, and training is required
- Evenings and weekends are required when necessary
- Occasional overtime may be required
- On-call response availability
- Job requires standing, walking, bending, stooping, reaching, sitting, kneeling, use of fingers and hands, grasping, listening and hearing, talking, handling, repetitive motions, lifting, computer work/keyboarding