



District Administrator **Position Description**

SUMMARY

The District Administrator position provides the District related and administrative support for the Tukwila Pool MPD (TPMPD) which includes District funds management, budget auditing, records management, election management and contract/policy review and advising. The District Administrator serves as a resource to the Board of Commissioners to facilitate District meetings and functions and works closely with the TPMPD Aquatics Manager.

Reports to: TPMPD Board of Commissioners

Classification: Hourly, Part-time (20-25 hours/week) \$25/hour

QUALIFICATIONS

Knowledge and Education

- Principles, practices, and procedures related to public agency record keeping, elections, and the Clerk of the Board function.
- Strong financial management and budget preparation skills
- Knowledge of Washington State laws, regulations and codes as they apply to park districts and swimming pool operations preferred
- General knowledge of the basic legal requirements relating to public sector contracts, leases, agreements and the ability to draft documents for review by the District's contracted attorney.
- Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:
 - Equivalent to an Associate of Arts degree in public or business administration
 - (3) years of increasingly responsible office administrative experience, preferably in a public agency.
 - A Bachelor's degree is preferred
 - Experience as a municipal Clerk, paralegal, and or in direct support of a Board of Directors is preferred.
- Must be able to pass a WSP and FBI background check

Skills

- Strong organizational, written and verbal communication skills essential
- Strong attention to detail while managing multiple projects in a timely manner
- Demonstrated ability to work independently with little or no supervision
- Ability to analyze information and make recommendations to the TPMPD Board
- Ability to work effectively alone or with multiple stakeholders
- Ability to interface with database systems such as accounting, records management, and inventory management
- Proficiency at a high level using MS 365, Microsoft software, Quickbooks, and Management Information Systems (MIS)
- Ability to manage the TPMPD website District related content and update the website in a timely manner

Attributes

- Effective, professional and positive interactions with difficult individuals
- Interpersonal skills using tact, patience and courtesy
- Takes appropriate initiative
- Timely follow through while delivering high quality work performance

RESPONSIBILITIES

District

- Provide Board Support including recommendations and guidance, including policies and related procedures
- Provide financial oversight for the District
- Maintain and safeguard the District's assets, records and document
- Ensure District compliance with Washington State asset acquisition, inventory management and disposal processes and records maintenance
- Designated Public Information Officer for the District, maintaining all necessary trainings and certifications

Administrative

- Create an efficient administrative organizational structure for the District
- Collaborate and manage the TPMPD District annual calendar, and ensure calendar updates are timely
- Assist the Board President/Board Clerk in agenda planning and preparation
- Compile all agenda items and materials for Commissioner meetings in a timely manner
- Compose summary minutes for Regular and Special Meetings
- Ensure District compliance with the Open Public Meetings Act (OPMA) and other regulations relating to the noticing requirements for Board meetings, publishing of Board agenda packets and publishing of approved Board meeting minutes, within the timelines established by the Revised Code of Washington (RCW) Work with the Board President on the orientation of new Commissioners, conducting the mandated OPMA, Public Records Act (PRA) and Records Management training, and maintaining required training records
- Facilitate and provide support for all Board Meetings and Committee meetings as needed
- Develop and oversee the District's Records Management Program consistent with the Washington State Public Records Act (PRA) requirements and TPMPD policies Assist the Aquatics Manager in maintenance and preservation of employee files
- Facilitate, manage and maintain District's contracts, agreements, Interlocal Agreements (ILAs) and other legal documents; both paper and electronic
- Ensure District email is administered, maintained and preserved
- Ensure District server/information is regularly backed up

- Interface directly with the District’s contract attorney as necessary on issues requiring legal attention
- Interface directly with the District’s contract CPA on issues requiring high level financial attention
- Ensure all District bookkeeping is performed and recorded in a timely manner, in accordance with uniform accounting standards and TPMPD policies including Quickbooks entry, BARS codes reporting, District credit card management, timely King County voucher processing
- Collaborate with the Aquatics Manager in the hiring of a District bookkeeper
- Ensure District’s compliance with all King County Elections requirements relating to the annual property tax levy; ensuring Board legislation is accurately prepared, approved and sent to King County by November 30 of each year, and completion of jurisdiction survey as necessary
- Manage the TPMPD’s bid, RFP and RFQ process, establishing the timeline applicable for receipt of submittals, and ensure noticing requirements are met and documented
- Ensure compliance with all federal, state and local fiduciary and regulatory requirements including:
 - WAC 246-260 Water Recreation Facilities
 - RCW 35.61 Metropolitan Park Districts
 - RCW 70.90 Water Recreation Facilities
- Ensure that the District’s website and social media sites are kept up to date and new information added in a timely manner

Budget and Finance

- Audit, review and provide guidance to the Board of Commissioners to ensure all aspects of the District (operational and district related) operate within the approved annual budget
- Collaborate with the Aquatics Manager, in developing and preparing the annual operational budget
- Develop and prepare District related areas of budget
- Prepare any annual budget amendments as needed for Board approval by Nov.1 and timely submission to State agencies Oversee the District operations to ensure expenditures are within the Board approved annual budget
- Review annual assessment as provided by the King County Assessor’s Office, analyze and prepare the recommended annual levy amount necessary for continued TPMPD operations, present findings to the Board, complete required documentation and ensure timely submission to King County
- Develop, document and ensure effective audit processes and documentation
- Ensure annual reports and required periodic audits for the Washington State Auditor’s Office are completed, filed and or performed, coordinating with the District CPA as necessary
- Monitor and maintain all District bank accounts including necessary transfers
- Work with the Aquatics Manager to identify performance metrics for revenue and operational expenses and review monthly with the Board of Commissioners
- Provide monthly and annual financial reporting to the Board of Commissioners
- Develop short and long term budget forecasting

WORKING CONDITIONS

- Maintain regular, on-site District office hours as approved by the President of the Board of Commissioners
- Attendance required at:
 - Regular meetings of the Board of Commissioners (the second (2nd) Monday of each month beginning at 6pm- subject to change)
 - Special Meetings of the Board of Commissioners as scheduled
 - Administrative/Finance Committee Meetings as requested

- Local travel for District related business as needed
- The Tukwila Pool Metropolitan Park District is an equal opportunity employer

HOURS, WAGE & BENEFITS

This position is hourly, Part-time (20-25 hours/week)

- The successful candidate is expected to work 20-25 hours/week and will be responsible for developing a schedule to ensure maximum effectiveness in this position. Weekend and or evening work is occasionally required
- Wage: \$25/hour
- Benefits: Our benefits include family use of the facility; an allowance equal to 15% of gross hourly wage, up to 25 hours/week, to be used at the employee's discretion for medical, dental, child care and or retirement plan), paid vacation, sick leave, floating holidays and merit increases