

## TUKWILA POOL METROPOLITAN PARK DISTRICT

### \*\*POSITION OPENING\*\*

### DISTRICT ADMINISTRATOR

### PART TIME

The Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners desires to hire a District Administrator to provide District support and guidance to the Board of Commissioners. The TPMPD owns and operates one indoor swimming pool. This position is part-time, hourly (20 - 25 hours per week). Key responsibilities will be to:

- Strong financial and budget preparation
- General knowledge of the basic legal requirements of contracts, leases, agreements and the ability to draft documents for review by the District's attorney
- Provide Board Support including recommendations and guidance including policies and procedures
- Provide financial oversight for the District

The ideal candidate is self-motivated who excels at working independently. Knowledge of Washington State laws as they apply to aquatic facilities and municipal park districts. Ability to interface with various database systems such as accounting, records management and inventory management.

Bachelors Degree or equivalent experience preferred.

Candidate must be able to pass a WSP and FBI background check.

Hourly rate @ \$25.00/Hour

#### How to Apply

Submit a resume and cover letter detailing your interest and qualifications by email, mail, or in person to:

TPMPD Board of Commissioners  
4414 South 144<sup>th</sup> St.  
Tukwila, WA 98168  
[jobs@tukwilapool.org](mailto:jobs@tukwilapool.org)

Submissions for this position will be accepted through 4:00 p.m., Friday July 7, 2017

View full District Administrator job description online at [www.tukwilapool.org](http://www.tukwilapool.org)