

Chief Operating Officer

Full Time Job Opportunity

Position Overview

Great Parks of Hamilton County is seeking a Chief Operating Officer to serve as mentor and team builder to the senior leadership team and to plan the overall operation of assigned divisions and departments. The COO works with the Chief Executive Officer to implement the Great Parks' vision through the mission and comprehensive master plan and supports the CEO in the execution of Board policies. Other responsibilities include developing goals and strategies for park district funding, land management, conservation, operations, safety and guest experiences.

This position is based in Winton Woods Park.

Please apply by visiting greatparks.org/jobs, applications must be received by 11:59pm, Saturday, December 21, 2019.

Job Skills / Requirements

To perform this job successfully an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provides support to the Chief Executive Officer in the development of the agency vision.
- Supports the Chief Executive Officer and Policy Governance Model through execution of Board Policies including Executive Limitation, Governance Process, Board-Management Delegation and Ends. Manages the monitoring report process in coordination with division chiefs.
- Maintains responsibilities of the Chief Executive Officer, as assigned, due to absences or as workload demands.
- Leads executive level meetings to provide information to division chiefs and senior management team, coordinates division responsibilities, and plans the overall operation of assigned divisions and departments.
- Provides support to the Chief Executive Officer in long range planning and developing goals including park district funding, land use, land management, conservation, operations, development and guest experiences.
- Serves as Secretary to the Board of Park Commissioners; assists the Chief Executive Officer in preparation and coordination of Board agenda, minutes and reports; attends all Board meetings.
- Maintains and ensures good communications and relations with park visitors; communicates externally with elected and appointed officials and agencies, support groups, organizations and media, and maintains good media and community relations; promotes Great Parks and maintains good public relations; answers questions from the public.
- Clearly communicates objectives and vision to ensure assigned divisions and departments are working cooperatively to accomplish stated strategic goals, annual work plans and special projects and initiatives.
- Serves as mentor, team builder and motivator to assigned senior leadership team.
- Develops long and short term goals and objectives; provides leadership in problem solving and policy development, interpretation and enforcement; determines project goals, time frames and standards, and ensures projects are completed through efficient use of resources.
- Supervises assigned staff, divisions and departments; delegates work, provides direction, establishes work priorities, and ensures work is completed in a quality manner; conducts evaluations, hires staff, provides training, and maintains authority to provide verbal and written discipline, suspensions and discharges, and pay increases.

Mission: to preserve and protect natural resources and to provide outdoor recreation and education in order to enhance the quality of life for present and future generations.

Vision: Great Parks enriches the region by inspiring nature-based experiences, celebrating cultural heritage and building strong and healthy communities through our dedicated staff, volunteers and friends.

- Serves as a member of the Budget Committee, Investment Committee, Personnel Committee, Land Team and Crisis Communication Team; serves as the Designated Official for the agency related to ADA compliance; chairs the Leadership Team.
- Develops and manages the Administration department budget.
- Coordinates special projects.
- Serves on regional and statewide committees and boards, and participates in outside organizations to keep informed of developments and trends in the conservation and parks and recreation fields.
- Performs job duties in accordance with Great Parks of Hamilton County's policies, procedures, and performance expectations.
- Maintains confidentiality of confidential and sensitive information.
- Works assigned schedule, exhibits regular and punctual attendance and works outside of normal schedule as required.

Qualifications

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is:

Bachelor's Degree in related field and more than 10 years of experience which evidences a comprehensive knowledge of management and leadership.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

License Of Certification Requirements

State Motor Vehicle Operator's License that meets GPHC current carrier guidelines.

The salary is negotiable based on experience. The salary range is \$96,214/yr-\$144,321/yr.

Applications must be submitted online prior to 11:59pm, Saturday, December 21, 2019. The full job posting can be viewed by visiting greatparks.org/jobs.

Great Parks is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, sex, age, national origin, ancestry, disability, military status, or any other classification protected under applicable law.