

P.O. Box 575, Eastsound, WA, 98245

Resolution of the Board of Commissioners of Orcas Island Park and Recreation District (OIPRD) to Revise the Permanent Position of Program Coordinator to Assistant Director and to Establish the Position of Program Assistant.

Resolution 2016-5

WHEREAS, OIPRD is a municipal corporation duly established pursuant to the laws of the State of Washington, RCW Chapter 36.69, as a park and recreation district, for the purpose of providing leisure time activities and recreational facilities for its residents, including managing indoor and outdoor recreational and educational programs;

WHEREAS, OIPRD has revised its operating structure as diagramed in Exhibit "A" and attached hereto providing a wide range of programming and recreational opportunities for the citizens of Orcas Island and executing a variety of park maintenance and improvement projects for Buck Park; and

WHEREAS, OIPRD has need for a full time personnel to provide equipment inventory control, activity instruction, supervision, and facility oversight; and

WHEREAS, the District's operations have grown to the extent that it is no longer efficient or cost effective to subcontract programming support; and

WHEREAS, the tasks and job descriptions for the District are outlined in Exhibit "B" and attached hereto.

NOW, THEREFORE BE IT RESOLVED that the OIPRD Board of Commissioners adopt the positions of Assistant Director and Program Assistant and authorizes the Director to interview and hire personnel to fill the position according to adopted salary chart on Exhibit "A" and the benefits and conditions outlined in the adopted Employee Handbook. The Commission authorizes the District Director, Marcia West, to sign the employment agreements on behalf of the Commission and to be the Board's contact for full and part-time employees.

ADOPTED by the Board of the Orcas Island Park and Recreation District, San Juan County, Washington on the 12th day of MAY, 2016

Signed


Chair, Commissioner #2


Commissioner #3


Commissioner #5

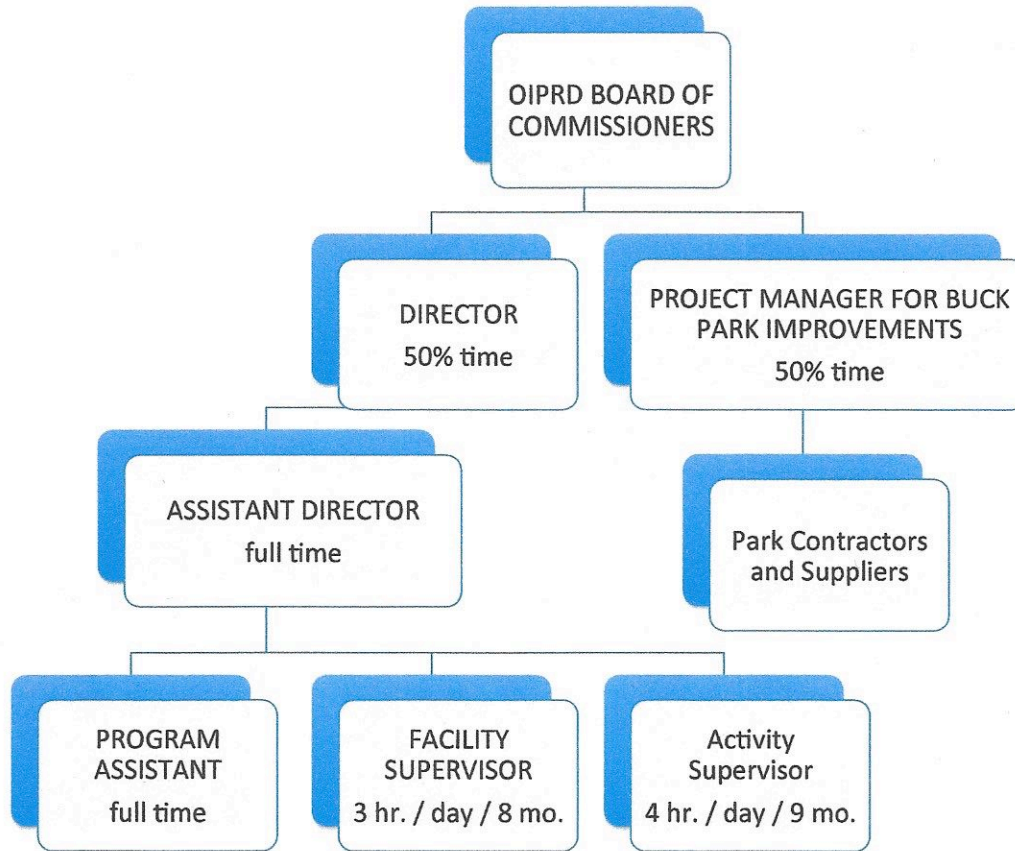

Commissioner #1


Commissioner #4

EXHIBIT A

OIPRD STAFFING DURING 18 MONTH CONSTRUCTION CYCLE BEGINNING MAY 26, 2016

Prepared: 10-May-16



SALARIES AND BENEFITS

	AS OF 3/31	2016 AS OF MAY PAYROLL				2017				
	CURRENT ANNUAL BUDGET	SALARY	STIPEND / HEALTH CARE	TOTAL MONTHLY	TOTAL ANNUAL	SALARY	STIPEND / HEALTH CARE	TOTAL MONTHLY	TOTAL ANNUAL	
DIRECTOR / PROJECT MANAGER 50% / 50% - FOR 18 MO.	\$43,260	\$47,000 ANNUAL	\$830 MONTHLY	\$4,747	\$56,964	\$47,000 ANNUAL	\$830 MONTHLY	\$4,747	\$56,964	
ASSISTANT DIRECTOR FULL TIME	\$40,790	\$41,184 ANNUAL	\$500 MONTHLY	\$3,932	\$47,184	\$42,008	\$540 MONTHLY	\$4,040	\$48,480	
PROGRAM ASSISTANT FULL TIME	0	\$36,528 ANNUAL	\$500 MONTHLY	\$3,544	\$42,528	\$36,528	\$500 MONTHLY	\$3,544	\$42,528	
FACILITY SUPERVISOR 3 HR / DAY - 5 DAY / WK FOR 8 MO.	\$4,132	\$15 / HR	0	AVG. \$600/MO OVER YR	\$7,200	\$15.33	0	AVG \$613 / MO OVER YR	\$7,359	
TOTAL ANNUAL:					\$153,876	TOTAL ANNUAL:				\$155,331

EXHIBIT B

2016 Duties and Tasks by Position

OIPRD operating personnel: Project Manager, Director, Assistant Director, Program Assistant, Facility Supervisor and Activity Supervisor.

A. Project Manager. The Project Manager will:

1. Actively manage all aspects of OIPRD's Buck Park Improvement Project. This includes proactive interactions with the county, contractors, volunteers, partner organizations and public officials. It will also entail assessing the project continuously to ensure that it is on time and within budget.
2. Active management and oversight of the project, to include overall quality control, booking and supervision of various subcontractors.
3. Creation of project budgets and strategic long range plans for Commissioners' consideration.
4. The creation and/or completion of bidding documents, contracts, reports, correspondence, press releases, advertisements, policies, grants, and other documents as needed/directed.
5. Working with and gaining an in-depth understanding of various design software; also staying current with the newest developments and latest upgrades of same.
6. Order materials and supplies, which are not contractor-supplied, as needed for project completion
7. Maintaining up to date critical path schedule. Providing projected costs, completion dates and material delivery.
8. Working with Commissioners to prepare/present regular reports detailing project information, identifying & proposing solutions for challenging issues, and detailing progress towards stated goals. Also required, will be attendance at regular monthly meetings, as well as other occasional public and/or committee meetings, when requested.

Includes some weekends or evening work in conjunction with project schedule.

B. Director. The Director will:

1. Oversight of all aspects of OIPRD's recreational indoor and outdoor programs. This includes proactive interactions with the general public, participants, volunteers, partner organizations and public officials. Programs will be a combination of some that currently exist without modification; some existing with modifications and the creation and/or integration of brand new programs. It will also entail assessing programs continuously to ensure that they are diverse, effective, adequately attended, and serving well the greater community.
2. Working with Commissioners to prepare/present regular reports detailing financial information, identifying & proposing solutions for challenging issues, and detailing progress towards stated goals. Also required, will be preparation of materials for, and attendance at, regular monthly meetings, as well as other occasional public and/or committee meetings, when requested.
3. Oversight of the maintenance, setup and/or booking of various facilities, grounds, fields and subcontractors.
4. Creation of budgets and strategic long range plans for Commissioners' consideration.
5. The creation of reports, correspondence, press releases, ads. policies, grants, and other documents as needed/directed.
6. Review and approve district deposits, claims and payroll; and reconcile with budget.
7. Working with and gaining an in-depth understanding of ActiveNet recreational software; Excel, QuickBooks, Word and some type of graphics design software; also staying current with the newest developments and latest software upgrades.
8. Fielding, training, overseeing and coordinating a full time Assistant Director.
9. Occasional negotiation for the acquisition of additional land, buildings and or leases of same.
10. Working on a flexible, seasonal schedule with occasional weekend work and keeping a general log of hours.
11. Establish office management protocols, templates, contracts, and checklists for activities and park management. The Director will work with the Board to set-up office procedures and protocols to assure accurate financial reporting, timely processing of claims, and accurate accounting for instructors and contracted employees.

Includes some weekends or evening work in conjunction with programs activities.

C. Assistant Director. The Assistant Director will:

1. Actively manage all aspects of OIPRD's recreational indoor and outdoor programs and events. This includes proactive interactions with the staff, general public, participants, volunteers, partner organizations and public officials. Programs will be a combination of some that currently exist without modification; some existing with modifications and the creation and/or integration of brand new programs. It will also entail assessing programs continuously to ensure that they are diverse, effective, adequately attended, and serving well the greater community.
2. Actively manage setup and/or booking of various facilities, grounds, fields and subcontractors.
3. Prepare and input district deposits, claims and payroll.
4. The creation of reports, correspondence, press releases, media, ads., policies, grants, and other documents as needed/directed.
5. Working with and gaining an in-depth understanding of ActiveNet recreational software; Excel, QuickBooks, Word and some type of graphics design software; also staying current with the newest developments and latest software upgrades.
6. Actively assist in the fielding, training, overseeing and coordinating of a part time Program Assistant, a part time Facility Supervisor, a part time Youth Sports Supervisor.
7. Fielding, training, overseeing and coordinating coaches, volunteers, and instructors.
8. Working with Director and Commissioners to prepare/present regular reports detailing financial information, identifying & proposing solutions for challenging issues, and detailing progress towards stated goals. Also required, will be preparation of materials for and attendance at regular monthly meetings, as well as other occasional public and/or committee meetings, when requested.
9. Working on a flexible, seasonal schedule with occasional weekend work and keeping a general log of hours.
10. Assist in establishing office management protocols, templates, contracts, and checklists for activities and park management. The Assistant Director will work with the Director and Board to assist in set-up of office procedures and protocols to assure accurate financial reporting, timely processing of claims, and accurate accounting for instructors and contracted employees
11. Complete other duties as assigned.

Includes some weekends or evening work in conjunction with programs activities.

D. Program Assistant. The Program Assistant will:

1. Work with the Assistant Director in the development and set up of program activities.
2. Assist the Assistant Director with marketing work and flyers/brochures, in electronic and other form and make activity postings and updates for the ActiveNet website, OIPRD website, Google calendar posting, Community calendar posting, local bulletin postings and other postings as directed.
3. Actively and accurately maintain, manage and report to the Assistant Director all inventory and requests, including preseason preparation and post-season breakdown.
4. Maintain and establish accountabilities for OIPRD property and supplies, including set-up and cleanup of equipment needed for the activities and provide activity checklists to the Assistant Director.
5. Provide activity coverage including onsite registration, checking in with volunteers, equipment, and facilities during activity hours, and report findings to the Assistant Director.
6. Verify the daily Program Fee Transfer, Drop In Sheets and Activity Checklist turned in by the Facility Supervisor. Review for accuracy and inform the Assistant Director of any reported participant or facility issues.
7. Walk youth participants to and from various activities.
8. Supervise participants to provide a positive, safe and enriching experience. Participate in activities and act as a back-up instructor/coach as needed.
9. Provide basic first aid during activities; contact emergency personnel as needed in the event of an injury.
10. Complete attendance rosters, drop-in fee collection and secure all moneys collected during the activity. At the end of the activity complete the program fee transfer form and deposit all forms and moneys in the OIPRD drop box.
11. Prepare and maintain in the OIPRD office files for each program to include registration forms, rosters, equipment issued, and other files as directed.
12. Complete other duties as assigned.

Includes some weekends or evening work in conjunction with programs activities.

E. Facility Supervisor. The Facility Supervisor will:

1. Check and maintain the OIPRD Activities Storage areas at Buck Park, the Funhouse, the Public School Gym, Orcas Christian School, and other facilities in use by OIPRD activities. Ensure all necessary forms, first aid gear, and equipment are in place prior scheduled activities and events.
2. Assist with maintenance and accountabilities of OIPRD property and supplies.
3. At the direction of the Assistant Director inventory and prep equipment for upcoming activities and prepare a list of any supplies or materials needed to support the event or program.
4. At the direction of the Assistant Director, assist OIPRD with program supervision, instruction, equipment setup and maintenance.
5. Supervise assigned activities including: monitor attendance, complete rosters and drop in forms, setup and/or maintain and/or store equipment needed for the activities and provide activity checklists to the Assistant Director.
6. Complete drop in fee collection and secure all moneys collected during the activity. At the end of the activity complete the program fee transfer form and deposit all forms and moneys in the OIPRD drop box.
7. Complete other duties as assigned.

Includes some weekends or evening work in conjunction with programs activities.

F. Activity Supervisor. The Activity Supervisor will:

1. Develop activity lesson plans and equipment / supply lists for assigned activities or events.
2. Provide activity coverage including onsite registration, checking in with volunteers, equipment, and facilities during activity hours, and report findings to the Assistant Director.
3. Walk youth participants to and from assigned activities.
4. Supervise participants to provide a positive, safe and enriching experience.
5. Provide basic first aid during activities; contact emergency personnel as needed in the event of an injury.
6. Complete attendance rosters, drop-in fee collection and secure all moneys collected during the activity. At the end of the activity complete the program fee transfer form and deposit all forms and moneys in the OIPRD drop box.
7. Assist with maintenance and accountabilities of OIPRD property and supplies.
8. Complete drop in fee collection and secure all moneys collected during the activity. At the end of the activity complete the program fee transfer form and deposit all forms and moneys in the OIPRD drop box.
9. Complete other duties as assigned.

Includes some weekends or evening work in conjunction with programs activities.