



**PROSPECT
RECREATION
& PARK DISTRICT**

Job Opportunity: District Manager

Position open & closing dates: 06/01/2020-06/30/2020

<https://www.prospectdistrict.org/>

As steward of public lands and recreational development, Prospect Recreation & Park District (PRPD) is dedicated to protecting, managing, expanding its parkland, and promoting opportunities for citizens to pursue sports, historic, cultural, and leisure time activities.

Located on the west side of the Denver metro area, PRPD is a Colorado Title 32 Special District. PRPD serves an area of northern Jefferson County that is largely unincorporated, including the communities of Applewood and Fairmount, as well as the Denver West Office Park. The District has an inventory of eight parks and one golf course.

JOB DESCRIPTION

Oversees and coordinates administrative and supervisory duties in the management and direction of day-to-day operations of the Prospect Recreation & Park District (PRPD). Responsibilities include oversights of the maintenance, improvement and scheduling of parks, facilities and programs within the District.

Prepares, formulates and monitors the annual budget and expenditures, hiring and supervising employees, evaluating personnel matters, preparing and initiating purchases required for keeping the District operational. Additional duties include implementation of community and volunteer programs, coordinating administrative functions, preparing, submitting and representing successful grant proposals and alternate funding for District projects and services, procuring bids for projects, subject to Board approval and overseeing projects.

Manages, directs and meets regularly with the Grounds Staff to assess progress as they coordinate the maintenance and inspection of parks, facilities, office/shop complexes, maintenance equipment, vehicles, grounds, athletic fields, ball fields, playgrounds, picnic shelters, restrooms, parking lots, horse arenas and trails and coordination of work programs and schedules with personnel to ensure proper conditions for public use and safety.

DESIRED TRAINING AND EXPERIENCE

- Bachelor's degree in parks and recreation administration, business management or related degree
- 3-5 years of natural resource or park operations experience
- Or any equivalent combination of training and experience which provides the required knowledge, skills and abilities

SPECIAL REQUIREMENTS

- Must possess CPR/First Aid certification (or obtain certification within 6 months of hire)
- Must possess a valid Colorado Driver's License.
- May be required to work weekends, nights and holidays.

SALARY - Salary will be commensurate with experience.

START DATE - Anticipated Monday August 31, 2020 (negotiable)

HOW TO APPLY - To apply to the position submit a cover letter and resume to TFlynn@cccfirm.com with the subject: PRPD District Manager before 11:59 PM (MT) on Tuesday 06/30/2020.