



**Executive Director  
Bismarck Parks and Recreation District  
Bismarck, North Dakota**

Bismarck Parks and Recreation District (BPRD) is currently recruiting for the Executive Director position. The Executive Director will continue to lead a Gold Medal Award winning and CAPRA accredited parks and recreation district that is comprised of 66 full-time and more than 950 part-time employees and provide oversight to an annual operating budget of \$23.7 million. BPRD owns and manages more than 3,400 acres of park land with 70+ miles of recreational trails and creates programs and places for citizens and visitors to enjoy a wide variety of recreation throughout the year.

To thrive in this position, the successful candidate must possess a strong knowledge of operational policies, procedures, accepted standards and methods of public parks and recreation, sport, leisure and public agency management; have the knowledge and ability to manage multiple tasks simultaneously; and possess effective organizational and interpersonal communication skills.

Candidates must be able to effectively communicate verbally, in writing and through the use of technology; develop and foster relationships that are beneficial to BPRD with other governmental entities, user groups, clubs, organizations and associations; maintain confidentiality; and work in a team setting, independently with direction and self-directed. Candidates must be able to set and achieve goals, meet timelines and demonstrate leadership in a group setting with varied audiences and interests, along with creativity, resourcefulness and confidence. The final candidate must be able to pass BPRD's background check process.

The position is responsible and accountable to the five-member elected Board of Park Commissioners for the management and supervision of BPRD's financial assets, operations, properties, facilities and staff to provide public park and recreation opportunities for the community of Bismarck.

Candidates will be screened for these minimum qualifications: A bachelor's degree in parks and recreation administration or bachelor's degree related to sport and leisure management with public administration emphasis and a related master's degree. Position also requires a minimum of ten (10) years of full-time progressively responsible administrative and executive level management leadership experience. Applicant must possess a current professional certification (CPRP or CPRE) through the National Recreation and Park Association with documented evidence of continuing education. A combination of education and experience that provides the required knowledge, skills and abilities may also be considered. The applicants must possess or have the ability to attain a valid North Dakota driver's license and must be able to lift up to 30

pounds alone or heavier lifting with other employees. Preferred qualifications include additional education, experience or certifications related to the job description.

Starting bi-weekly salary range is \$4,615.39 - \$5,192.31 and will include the standard full-time employee benefits of the BPRD.

A cover letter, BPRD job application, resume and two letters of recommendation must be received by 5:00 pm CT on July 6, 2021, or until the position is filled.

Mail: Executive Director Search, PO Box 1695, Bismarck, ND 58502

Email: [zkslaw@zkslaw.com](mailto:zkslaw@zkslaw.com)

The job description and application can be viewed and obtained at the Bismarck Parks and Recreation Administrative Office at 400 East Front Avenue, Bismarck, ND 58504 or at [www.bisparks.org/director](http://www.bisparks.org/director).

For additional information about this position, please contact [zkslaw@zkslaw.com](mailto:zkslaw@zkslaw.com).

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