

**Facilities and Programs Director
Bismarck Parks and Recreation District**

As the Facilities and Programs Director for the Bismarck Parks and Recreation District (BPRD), you will work with a team in the administration of the agency by overseeing the management and supervision of programs and facilities, which are integral to the vision and mission. You will oversee golf, fitness facilities, ice arenas and outdoor pools, recreation, and the Matching Grant program.

In order to qualify, you must have a bachelor's degree or higher in Parks and Recreation Administration or a related field with a minimum of five (5) years full-time management experience related to the position, the ability to lift and carry objects up to 30 pounds or heavier lifting with other employees, and a valid driver's license for class of vehicle to be driven.

Preferred qualifications include a master's degree in a related field or related certifications such as a Certified Parks and Recreation Professional, Certified Parks and Recreation Executive, CPR/First Aid/AED, etc.

Other knowledge, skills and abilities critical to the job description are the ability to effectively communicate verbally and in writing; knowledge of operational policies, procedures, and accepted standards and methods of the parks and recreation field in managing facilities and programs; knowledge of and the ability to operate office machines and computers (operation of Microsoft Windows and Microsoft Office); and the ability to establish and maintain effective working relationships with District personnel, partners, associations, agencies, and individuals.

Starting bi-weekly salary range is \$3,425- \$3,625 and will include the standard full-time employee benefits of the Bismarck Parks and Recreation District.

Cover letter, Park District application, and resume must be submitted to Bismarck Parks and Recreation District, ATTN: Human Resources, 400 East Front Avenue, Bismarck, ND 58504 by 5:00 pm on September 27, 2021 or until the position is filled.

The job description and application can be viewed and obtained at the Park District office or at www.bisparks.org.

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