

**POSITION ANNOUNCEMENT**  
**New Orleans Recreation Development Commission**

**POSITION: Chief Executive Officer, New Orleans Recreation Development Corporation**

**COMMISSION FUNCTION:** The mission of the New Orleans Recreation Development Commission (NORDC) is to enhance the quality of life and wellness of the residents of the City of New Orleans and visitors by providing equal access to affordable and quality recreational services. The Commission plans, supervises, conducts and coordinates programs for cultural and physical recreation that will be administered by the New Orleans Recreation Development Corporation. NORDC provides a wide range of sports, health, aquatics, day care, and fitness programs for residents and visitors of all ages. NORDC manages senior services, therapeutic recreation, youth camps, teen development and athletic programs in over 144 facilities city-wide. The Commission promotes cooperative planning with public and private entities concerned with recreation.

**OPERATING BUDGET FY 2011: \$ 10 million**

**STAFF: 109FT, 27PT**

**REQUIREMENTS:**

- More than five years of supervisory experience in the administration of a parks and recreation department is preferred, and the equivalent experience in the administration of a sports organization will be considered;
- Bachelor's degree or any equivalent combination of education, training and experience will be considered;

**SALARY RANGE:** \$ 83,024 to \$ 129,845

**POSITION SUMMARY**

The CEO of the Corporation will have the responsibility to plan, organize and direct the employees and programs of NORDC; to oversee development, implementation, and administration of NORDC policies, programs and facilities; to manage daily operations; to ensure the effective maintenance and operations of recreation facilities, including all outdoor athletic and recreational centers; to coordinate with and delegate to outside agencies and community groups; to assist in building financial and strategic support for NORDC; and to provide highly effective and comprehensive information and support to the Commission. The CEO receives policy direction from the Commission, and works in conjunction with the Executive Director of the NORD Foundation.

## **ESSENTIAL FUNCTIONS:**

### **Organizational Functions —**

- Serve as an internal consultant to all units, and departments/agencies of New Orleans concerning recreation issues, and as a key participant in divisional and organizational strategic planning.
- Communicate with community at-large (schools, churches, parent groups) through various channels, including local media, newsletters, annual reports, speaking to parents' groups, churches, and/or other stakeholders
- Develop, implement, disseminate and interpret NORDC policies and procedures.
- Promote teamwork, information-sharing, and departmental understanding of service goals, objectives, budgeting, and capital improvement projects that support NORDC's mission and strategic plan.
- Oversee the delegation of management and operations of recreation programs for the City of New Orleans.

### **Oversight Functions —**

- Visit recreation sites and programs to evaluate success and effectiveness.
- Ensure that funding decisions are prioritized according to importance and urgency of needs; and that funding actually occurs as directed.
- Prepare reports as directed by the Commission.
- Ensure that programming is meeting the needs of all city residents including residents from low income backgrounds and those that require special assistance,

### **Budgetary/Financial Functions —**

- Review, analyze and monitor the NORDC budget and expenditures.
- Monitor departments to ensure that they are efficiently and effectively providing needed services while staying within budgetary limits.
- Review financial statements, sales and activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement.
- Direct and coordinate NORDC's financial and budgetary activities in order to fund operations, maximize investments, and increase efficiency.
- Prepare budgets for approval, including those for funding and implementation of programs.
- Negotiate or approve contracts and agreements with suppliers, distributors, federal and state agencies, and other organizational entities.

### **Staffing Functions —**

- Establish appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service methods and procedures; allocate resources accordingly; oversee personnel management and negotiation issues.
- Select, train, motivate, and evaluate assigned personnel; provide or coordinate personnel training; work with subordinate personnel to correct deficiencies; implement discipline and termination procedures.

- Review reports submitted by staff members in order to recommend approval or to suggest changes.

### **Community Functions —**

- Respond to and resolve difficult and sensitive citizen inquiries and complaints; review and reply to daily correspondence and phone inquiries.
- Build community support of and engagement with NORDC's mission and strategic plan.
- Develop relationships with individuals and organizations in an effort to financially and strategically support NORDC's mission and strategic plan.
- Represent NORDC to outside agencies and the community; coordinate assigned activities with outside agencies and organizations.

### **QUALIFICATIONS:**

#### **Knowledge of —**

- National best practices of youth development programming
- Business and management; principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Principles and practices of marketing and public relations. This includes marketing strategy and tactics; promotion of services provided; and assessments of current and future value of services provided by NORDC.
- Principles and practices of program development and administration.
- Principles of personnel recruitment, selections, training; supervision; performance evaluation; compensation and benefits; and personnel information systems.
- Methods and techniques related to facility acquisition, planning and development and recreational facility management.
- Principles and practices of risk management and insurance coverage.
- Computer operations for use in performance of job duties.

#### **Ability to —**

- Develop a performance measurement system, in conjunction with local community organizations, to measure the impact of the organization on its constituents.
- Create an atmosphere within NORDC that fosters constant learning and professional development.
- Develop and administer NORDC goals, objectives, and procedures.
- Identify and respond to sensitive community and organizational issues, concerns and needs.
- Develop strong community support for NORDC's mission and strategic plan.
- Build relationships to financially and strategically support NORDC's mission and strategic plan.
- Conceptualize abstract situations regarding potential and future funding, programming and operations.
- Plan, organize, direct, and coordinate the work of subordinate staff.
- Select, supervise, train and evaluate staff.
- Monitor and assess performance of oneself, other individuals and/or departments to make improvements or take corrective action.

- Motivate, develop, and direct people as they work, identifying the best people for the job.
- Analyze problems and identify alternative situations, project consequences of proposed actions and implement recommendation in support of goals.
- Understand the implications of new information for both current and future problem-solving and decision-making.
- Communicate effectively, both verbally and in writing; communicate in the political arena.
- Prepare clear and concise reports.
- Operate a computer and standard office equipment in performance of assigned financial duties.

## **APPLICATION PROCESS**

- To qualify for consideration, candidates should submit an application packet consisting of:
- A letter of application that succinctly addresses the challenges and opportunities identified and how his/her experience and professional qualifications that are in line with the Chief Executive Officer position summary prepare him/her to serve the needs of the Commission.
- The applicant's administrative philosophy.
- A current vita or resume that includes the applicant's email address and cell and home phone numbers.
- Three (3) letters of reference.
- Official college transcripts from each college/university attended.
- Review of candidates will begin immediately and continue until a new Chief Executive Officer is appointed.
- The salary is negotiable within the salary range of \$ 83,024 to \$ 129,845.

**Inquiries and questions should be directed to:**

Robert L. Clayton  
Executive Vice President  
DHR International  
5425 Wisconsin Avenue, Suite 402  
Chevy Chase, Maryland 20815  
202-362-2700 ext. 206  
rclayton@dhrinternational.com

**Electronic applications and nominations (in MS Word PDF) are preferred and should be sent to:**

Chris Williams  
Associate  
DHR international  
5425 Wisconsin Avenue, Suite 402  
Chevy Chase, Maryland 20815  
202-362-2700 ext. 221  
cwilliams@dhrinternational.com

This Chief Executive Officer search is subject to Louisiana's Public Records and Open Meetings Laws.

***The New Orleans Recreation Development Commission is an Equal Opportunity Employer***