



Three Rivers

PARK DISTRICT



Chief Financial Officer

Plymouth, Minnesota

\$175,000 to \$200,000



Welcome to Three Rivers

Three Rivers Park District is a natural resources-based park system located in the suburban Minneapolis/St. Paul metro area of Minnesota that manages nearly 27,000 acres of park reserves, regional parks, regional trails and special-use facilities.

Our employees are enthusiastic about their work serving the outdoor recreation and education interests of a diverse community; we work together to inspire environmental stewardship. We are a leader in the parks & recreation industry - largely due to the commitment and dedication of our staff.

HISTORY AND MISSION

Formerly Hennepin County Park Reserve District, Three Rivers was established by the State Legislature in 1957, nearly 60 years after the initial concept was introduced to the Twin Cities. Since the initial gift of 210 acres of parkland was donated by Morris T. Baker, the Park District has acquired land through donation, purchase and acquisition.

The "80/20" policy insures the protection of natural resources by specifying that only 20 percent of park reserves may be developed for active use, while 80 percent of the parkland must be preserved or restored to a natural state.

Our mission is to promote environmental stewardship through recreation and education in a natural resources-based park system



ORGANIZATION OVERVIEW

Governance and Financing

Three Rivers Park District is governed by an independent, seven-member Board of Commissioners which exercises oversight responsibility for the Park District. Five members are elected from districts in suburban Hennepin County, representing approximately 750,000 residents; two members are appointed by the Hennepin County Board of Commissioners.

Three Rivers Park District's 2025 operating budget totals \$75.2 million and includes the District's General Fund, six golf facilities, one downhill ski area, two funds supporting parks operated in partnership with other government agencies and a fleet management internal service fund. The District's General Fund accounts for all operations of all park buildings, maintenance, outdoor recreation and education, natural resources management activities and general government functions in suburban Hennepin County and is the largest fund in the Park District with an operating budget of \$53.3 million. Property taxes levied against properties in suburban Hennepin County fund 80% of the General Fund Budget while user fees fund an additional 15% of the budget.

The six golf facilities include 63 holes of golf, six driving ranges and lesson programs operated at four golf courses owned by the District and two golf facilities owned by the County and operated by the Park District. The total budget for the golf courses is \$6.2 million and is funded almost entirely by user fees. Likewise, the Hyland Hills Ski Area fund has a \$7.2 million budget that is totally funded by user fees and interest earnings.

The Park District has a 2025 capital budget of \$28 million and a 2025-2029 five-year capital plan totaling \$140 million. Capital funds are dedicated to maintaining existing facilities and infrastructure before committing to new improvements. The 2025 capital plan includes funding from the federal government (\$3.3 million), state government (\$13.1 million), partnerships with local units of government (\$3.4 million) and Park District General Obligation bonds that will be issued in 2025 (\$8.0 million).

The Park District has \$54.3 million in General Obligation Bonds outstanding as of March 1, 2025. The Park District averages issuing \$7.5 million in General Obligation Bonds annually and pays off an average of \$6 million per year from property tax collections. The District's bonds have a Aaa rating from Moody's Investor Services.

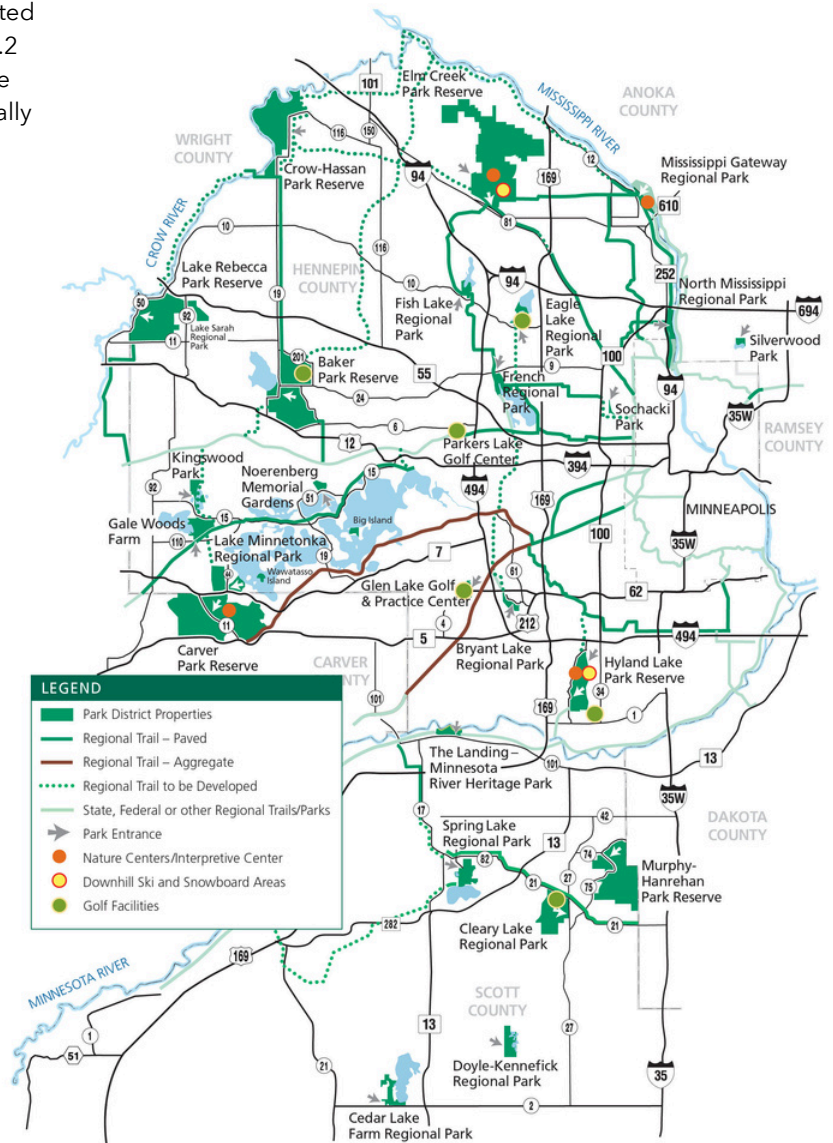


Office of the Superintendent

The Office of the Superintendent works directly with the Board of Commissioners to help guide the Park District in its mission. The Superintendent directly oversees the Associate Superintendents, Chief Financial Officer, and Directors of the Departments of Human Resources, Public Safety, Finance, Maintenance, as well as Marketing and Community Engagement. This group meets regularly to review Board agenda materials, prioritize capital improvement projects and other asset management initiatives, and to confer on all other matters pertaining to the ongoing business of the Park District.

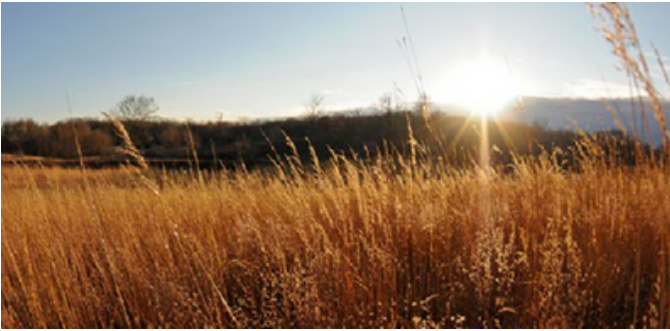
Human Resources/Staffing

Three Rivers employs approximately 400 employees in regular positions working year-round and approximately 2,000 people in seasonal positions working up to six months. The Park District has three unions representing park maintenance, park police and park police supervisors. The operating departments and sections are organized into the Superintendent's Office and two divisions.



FACILITIES AND PROGRAMS

Attracting more than 14 million visitors each year, Three Rivers provides a wide array of park facilities and programs to help introduce and engage people in the outdoors and environmental stewardship.



Natural Resource Management

The Department of Natural Resources Management strategically works to restore and protect the natural resources in the park reserves and regional parks. Management efforts strive to maintain a diversity of wildlife, native plant communities, and quality water resources for public enjoyment.

In an effort to return the parklands to their native state, prior to settlement in the 1800s, a variety of restoration efforts have been utilized, including:

- reestablishment of big woods forest and tall grass prairies
- management and reintroduction of native wildlife species
- control of invasive species
- stormwater management
- monitoring for E. Coli and swimmer itch



Recreation Activities and Programs

Three Rivers Park District provides a wide variety of recreational activities, programs and lessons open to people of all abilities and experience levels.

The array of recreation facilities provided by Three Rivers includes:

- six golf courses
- two downhill ski and snowboard areas
- a snow-tubing hill
- three campgrounds
- 8K of manufactured snow trails for cross-country skiing
- areas for swimming, fishing/boating, picnicking, snowshoeing and more

The Outdoor Recreation School specializes in instructor-led, adventure-based activities that promote and enhance active outdoor lifestyles and foster a greater appreciation for the natural environment.



Outdoor Education Programs

Countless opportunities are offered for people of all ages to experience nature at its best!

The educational programs offered reach thousands of people each year through public programs, school groups, scout partnerships and drop-in visitors. Outdoor education is delivered at a variety of locations throughout the service area.

- three nature centers
- an educational farm
- a formal garden
- a nature-based art park with gallery
- an environmental learning center
- numerous off-site, school-based partnerships



Trails

Hundreds of miles of paved and unpaved trails wind through Three Rivers Park District's service area including regional trails and in-park trails, providing spectacular views of wetlands, woodlands, open prairie and old farm fields that are gradually succeeding back to nature.

Spanning more than 175 miles, the vast network of regional trails connects many of the parks to each other and to neighborhood trails.

The extensive in-park trail networks provide opportunities for hiking, biking, horseback riding and cross-country skiing. Additionally, nearly 50 miles of singletrack trails are divided between four locations, allowing for year-round mountain biking.



A HEALTHY COMMUNITY

The Twin Cities is a thriving metropolitan area. Frequently recognized for its low unemployment rates, great education system and cultural opportunities, it is also one of the healthiest communities in the country.

This high quality of life is critical to the region's economic future because it is a primary driver for recruiting new workers and businesses and retaining the existing workforce. The Metropolitan Council's annual metro resident survey indicates that the region's parks and trails are the single most attractive feature for the Twin Cities.

2040 System Plan

We have the opportunity to carry Three Rivers' natural legacy forward. To accomplish this, Three Rivers has developed a 2040 System Plan including a vision for the future and a road map to get there. The 2040 vision is that every person can connect with nature every day.

Goal 1: You belong here. Three Rivers is relevant, convenient and welcoming to all people.

Goal 2: Parks Matter. Three Rivers is essential to vibrant, healthy and livable communities.

Goal 3: Lead by Example. Three Rivers is intentional and innovative in meeting the needs of today while anticipating & protecting the needs of tomorrow.

Why Parks Matter

The benefits of park systems to individuals, the community, the economy and the environment have been well documented. Parks play a critical role in providing opportunities for children and adults of all ages to improve their physical and mental health. Parks and trails help strengthen family relationships and connect communities.

The size and diversity of the park system are key indices for measuring quality of life. Parks and trail corridors improve property values. Park reserves and regional trail greenway corridors together create critical wildlife habitat, protect and improve surface and drinking water quality, and preserve large areas of woodlands and prairie communities around which the metropolitan area has developed. Healthy green spaces support thriving communities.



THE POSITION

The Chief Financial Officer provides leadership and direction for the financial operations of Three Rivers Park District and provides counsel and makes recommendations to the Superintendent and Board of Commissioners on all fiscal policy matters to ensure the financial health the organization. The Chief Financial Officer oversees the Finance Department and its functions including short and long-term financial planning, comprehensive accounting and financial reporting systems and practices, preparation of annual operating budget, banking, investment and debt programs, risk management and safeguarding Park District assets.

Supervision of Others

Direct Supervision

- Finance Manager
- Treasury Manager
- Records Management Technician
- Accountant I

Indirect Supervision

- 10 full-time employees including professional and technical employees



Accountability for Supervision

- Assigns and directs work of full-time, part-time, and seasonal staff.
- Effectively recommends hiring, promotion, and transfer of qualified staff in coordination with the Human Resources Department, and determines appropriate training to achieve the desired level of work performance.
- Defines and explains level of authority delegated to staff so they may perform their assigned duties effectively. Communicates Park District, division/department, and section policies and procedures and the reasons for them to assure that each employee understands them.
- Creates a work environment that encourages staff to perform to the best of their abilities and holds every employee accountable for results. Consults with Human Resources to address performance matters such as discipline (including oral and written reprimands, suspension, and termination) and complaints before taking corrective action.
- Evaluates and communicates on a continuing basis the demonstrated performance of staff, and rewards staff, including conducting regular performance appraisals, recommending salary adjustments, and consulting with Human Resources to coach and train staff to improve performance. Responds in a timely manner to employee concerns and adjusts grievances in accordance with Park District policy.



Core Duties of the Position

- Recommends and directs the development and implementation of sound accounting policies and procedures that comply with generally accepted accounting principles for all Park District funds, which will provide the Park District Board of Commissioners and management with necessary financial data for their information, planning, and decision-making in a timely manner.
- Coordinates preparation of the Park District annual operating budget and ensures the availability of necessary supporting data for review by the Superintendent.
- Recommends and directs the implementation of sound public purchasing, fixed asset, and revenue collection policies and procedures.
- Oversees annual audit of the Park District with external auditors to ensure sound accounting practices are followed and conformance to regulations and laws.
- Manages the Park District banking and investment programs.
- Manages the Park District debt program including issuance, reporting, and payment.
- Directs the development and implementation of the Park District records management program.
- Directs a comprehensive risk management program for the Park District including claims management, risk identification, policy formulation, transfer of risk through purchase of insurance and coordination of programs with consultants and legal counsel.
- Keeps the Superintendent promptly informed of matters in the area of financial services, records, and risk management.
- Performs related work as necessary or assigned.

Desired Attributes

Financial Leadership & Strategy

- Extensive experience in governmental or nonprofit finance, accounting, and fiscal management.
- Expertise in CAFR, GASB, GAAP, investments, project and grant management, audits, and bond sales.
- Proven ability to develop and oversee budgets, investment strategies, and Capital Improvement Plans to ensure long-term financial sustainability.
- Strong proficiency in financial technology, with a focus on cybersecurity, compliance, and risk management.
- Strategic financial executive who aligns fiscal planning with organizational goals and long-term financial health.
- Data-driven decision-maker adept at analyzing revenue and expenditure trends to enhance financial performance and operational efficiency.

Governance & Board Relations

- Demonstrated ability to collaborate with governing boards, navigate complex political environments, build trust, and effectively communicate financial matters.
- Commitment to transparency and proactive financial reporting, ensuring internal and external stakeholders remain well-informed.

Financial Operations & Team Leadership

- Detail-oriented CFO with a track record of overseeing financial operations, delegating responsibilities, and ensuring fiscal accountability.
- Skilled in balancing and integrating financial functions across departments while fostering collaboration and alignment with organizational priorities.
- Engaged and strategic leader who provides sound financial guidance to executive leadership and influences key decision-making.
- Experienced in building, mentoring, and empowering finance teams while maintaining accountability and performance standards.

Compliance, Risk Management & Organizational Leadership

- Forward-thinking CFO who provides creative and strategic financial solutions to drive organizational stability and growth.
- Strong systems awareness with a commitment to compliance, policy adherence, and financial process optimization.
- Adaptable leader who instills confidence and stability while effectively managing financial risks and navigating change.

Public & Organizational Impact

- Deep understanding of how financial decisions impact employees, stakeholders, and the community, ensuring responsible and sustainable fiscal management.



POSITION ANNOUNCEMENT



Organization: Three Rivers Park District

Position: Chief Financial Officer

Salary: \$175,000 to \$200,000

Benefits: Comprehensive including Health, Dental, and Vision, HSA/FSA, Life, Disability, and more

Application Deadline: April 24, 2025

Job Summary: Provides policy and procedural direction to ensure the completeness, accuracy, and timeliness of Three Rivers Park District's accounting and financial reporting systems and the safeguarding of Park District assets, provides analysis of financial data and recommends policy and/or an appropriate course of action based on the Park District mission and policies, provides counsel to Department Directors, the Superintendent, and Board of Commissioners on financial and capital improvement issues, and directs the Park District record management and property and liability insurance programs.

Minimum Qualifications: Bachelor's degree in Business Administration, Accounting, or related field, and eight (8) years of progressively responsible related experience of which three (3) years were in a management/supervisory capacity. A master's degree, CPA, and governmental accounting experience is preferred.

Apply: Visit <https://daviddrown.hiringplatform.com/303845-three-rivers-park-district-chief-financial-officer/1158482-application-form/en> and complete the application process by April 24, 2025. Finalists will be selected on May 19, 2025, and final interviews will be held on June 12, 2025.

Please direct any questions to Pat Melvin at pat@daviddrown.com or 612-920-3320 x116.



DDA Human Resources, Inc.
Wayzata Office
3620 Northome Avenue
Wayzata, MN 55391

Phone: 612-920-3320 x116
Fax: 612-605-2375
pat@daviddrown.com
www.ddahumanresources.com