**ORGANIZATION CHART: MANAGEMENT TEAM** 

UPDATED: JANUARY 2022



## STARK COUNTY RESIDENTS



PARK BOARD OF COMMISSIONERS

D. Regula, D. Freeland, B. Bryan, P. Quick, R. Dublikar

Approve budgets, policy and agreements



## ROBERT FONTE

Park Director

Sets plan and strategy for Park District



**SARAH BUELL** Administration & Project Manager

- Develops and guide minim implementation of strategic plan Control
- Acquisitions and easements
- · Project implementation
- Oversees marketing, information technology, project administration and grant and events staff



**BARBARA WELLS** Financial Manager

- Maximize ROI while minimizing risk
- Control structure for use, transfer and investment of funds
- Financial analysis (forecasting, budgeting)
- Oversees enterprises

## VACANT Education Manager

- Development, oversight, evaluation of education programs
- Outreach and engagement
- Oversees education programming staff



JUSTIN LAPS Chief/Public Safety Manager

- Planning, coordination, staffing, management and direction of Park District Rangers
- Maintain code of conduct related to ordinances, laws, procedures and polices



RICHARD SUMMERS Operations Manager

- Plan and organize the operations and maintenance of parks, trails, facilities and projects
- Oversees construction, facilities and parks and trails
- Manages fleet operations
- Responsible for reservation services



TALULA WIATER Natural Resources Manager

- Design, execute and maintain all aspects of land and natural resources management plans
- Oversee operations of Wildlife Conservation Center

## VACANT Human Resources Manager

- Plan, direct, coordinate and manage human resources functions
- Organizational planning and implementation of personnel polices, regulator compliance, compensation and benefits
- Full employee life cycle recruiting, onboarding, employee relations, training and development and separation

## ORGANIZATION CHART: ADMINISTRATION DEPARTMENT (16 FT, 1 PT, 18-20 SEASONALS)





### CORIANNE KOCAREK

### **Executive Assistant**

- Administrative support to the Director
- Coordinates managers meetings
- Park Board clerk/liaison
- Special projects and assignments as directed by the director



## **ROBERT FONTE**

Park Director

Sets plan and strategy for Park District



**EMILY RINDFLEISCH** 

Projects Assistant

- Oversees brand and quality control
- overall marketing needs/advertising opportunities



### JARED SHIVE

Public Relations Coordinator

- Coordinates all public outreach
- Acts as Community ligison with partners or coordinates with appropriate staff
- Website updates/changes for



## Handles donations and memorials

organizations such as Friends of

Assists in development, planning, and

GIS (Geographic Information Systems)

Creating bid packages and contracts

management of park projects

mapping, creating mapping for

Grant Writer & Event Coordinator

Liaison to partner 501c3

Grant administration

project purposes

MARY GRUEBER

Grant writing

Stark Parks

Coordinates fundraising events



## MICHAEL DUPLAY

IT Administrator

- Network administration
- IT setup and troubleshooting for staff
- Maintains inventory of all hardware and software
- Security cameras, email, IP phones, cell phones and voicemail

## AIMEE ENGELHART

Marketing Administrator

- Oversees marketing team
- Creates/designs for event and



- special events or program needs



DANA SETTING Marketina Coordinator

- Coordinates all social media
- Coordinates releases and calendars
- Works with special event planning

## **VACANT**

**Human Resources** Manager



## PARKER SPENCER

- Volunteer Coordinator Main point of contact
- for all volunteers
- Group projects



## VICTORIA NICKI Staff Accountant

- Payroll (Workforce Dimensions and ESS tech help)
- Purchase Orders
- New vendors/Tax Exemption



## LINDA KUHN Financial Assistant

- Credit Card



**BARBARA WELLS** 

Financial Manager

## STEVEN SMITH

- **Enterprises Supervisor**
- Concessions for events
- Usage of rental equipment: marinas and ski equipment
- Sam's Club purchasing

## **BONITA HUNT** Sales and Service Coordinator

- Events
- Reservations
- Ordering/reporting for marinas and Lily Pad

VACANT Receptionist (PT)

**VARIOUS** Marina Seasonal Staff

## ORGANIZATION CHART: EDUCATION DEPARTMENT (7 FT, 1 PT)



### **MELINDA CHRISTY**

Administrative Assistant

- Assists Education
   Department
- Answers main phone line



Education Manager



- Requested programs for all ages
- Science/nature/ animal and plant based programs
- Located at WCC



## JUSTIN CRAWFORD Education Programmer

 Recreational programs (paddling, hiking, biking, camping)



## AMANDA PERRY Education Programmer

- Requested programs for all ages
- Science/nature /animal and plant based programs
- Located at WCC



## SAMANTHA REILLY Education Programmer

Recreation programs

- Some requested programs
- Nature based programming
- Fry Park Representative
- Dark Sky
- Healthy Adventures



EMMA WEISENT

Education Programming Assistant, PT



## TREVOR HOUSEHOLDER Education Programmer

- Quail Hollow representative
- Park historian focus on historic properties
- Some recreation archery, hiking, orienteering

ORGANIZATION CHART: PUBLIC SAFETY DEPARTMENT (13 FT, 1 PT)



ORGANIZATION CHART: OPERATIONS DEPARTMENT — FACILITIES GROUP (7FT, 2PT)





### **KYLE SEDIO**

**Facilities Supervisor** 

- Directly manages all facilities staff
- Set up/take downs of events (internal and public)

**VACANT** Custodial Worker



**JONATHAN PETERSON** Custodial Worker

Responsible for EG maintenance and mowing



Responsible for a variety of maintenance throughout the County



**CRAIG FOX** 

Custodial Worker Trash

- collection
- Set up/take downs

**VACANT** Custodial Worker

EG mid shift



DAVID PATTERSON Maintenance Worker

Responsible for a variety of maintenance throughout the

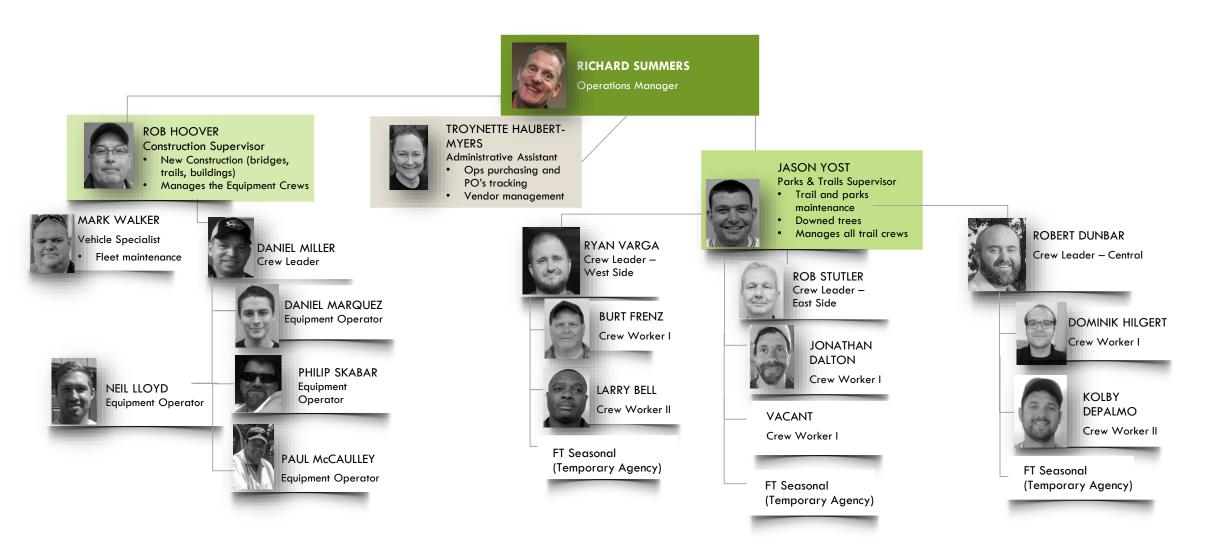
County



JOHN DATTILO Crew Worker

1 PT VACANT

ORGANIZATION CHART: OPERATIONS DEPARTMENT — PARK AND TRAIL MAINTENANCE & CONSTRUCTION GROUPS (18 FT, 3 TEMPORARY)



ORGANIZATION CHART: NATURAL RESOURCES DEPARTMENT (9 FT, 3 PT, 9 SEASONALS, 6 INTERNS)





### KENNY WILLAMAN Administrative Assistant

- Main point of contact for the Wildlife Center (WCC) via phone and in person
- WCC orders/purchasing



JAMES WOODWORTH JR. Natural Resources Specialist

GIS data and mapping NR projects



CLIFF BANN

Natural Resources Specialist



Stephanie Rafferty Natural Resources Technician

**VACANT** 

Natural Resources Technician

VACANT

(2) Natural Resources Seasonals



MEGAN BICKEL

Wildlife Rehabilitator (PT)



MEGAN JACKMAN Wildlife Rehabilitator



ZACHARY BARRY

Wildlife Rehabilitator (PT)

**VARIOUS** 

Wildlife Seasonal Staff (7) & Interns (6)



### STEPHON ECHAGUE

Wildlife Care Supervisor

- Directly manages day to day duties of the WCC
- Holds all federal and state permits for the WCC



LINDA WATKINS

Wildlife Rehabilitator



VANESSA SHANOWER

Wildlife Rehabilitator