



PARKS & RECREATION DIRECTOR

Covington, Washington

\$116,180 to \$138,726 plus outstanding benefits

CLOSING DATE: NOVEMBER 6, 2015

*Covington:
Unmatched
quality of life*

GOVERNMENT:

Council-Manager

MAYOR:

Margaret Harto

MAYOR PRO TEM:

Jeff Wagner

COUNCIL MEMBERS:

- Joe Cimaomo, Jr.
- Mark Lanza
- Marlla Mhoon
- Jim Scott
- Sean Smith

CITY MANAGER:

Regan Bolli

*Covington
is a destination
community,
where citizens,
businesses and
civic leaders
collaborate
to preserve and
foster a
sense of unity.*

THE OPPORTUNITY

Covington is seeking a dedicated Parks & Recreation leader to direct a team of planning, recreation, athletics, and aquatics professionals as they serve the evolving needs of a growing and vibrant community. The city council places a high significance on developing the city's parks, athletic services and recreation services, including family-oriented activities and events, as well as maintaining the high service levels of the aquatic center. This is evidenced by the city's commitment to provide support for parks programs by augmenting its aquatics reserve with sale and utility tax revenue.



Covington Community Park

THE COMMUNITY

Since incorporating in 1997 with approximately 12,500 residents, Covington is now home to 18,520 residents within an area of 6.5 square miles. A rapidly-growing community, most of the city's households are families, with youth making up almost a third of the population. Strategically located where Highway 18 and State Route 516 (Kent-Kangley Road) intersect, Covington has been rapidly developing into a commercial center and healthcare services hub for the region. The city is only 26 miles from downtown Seattle and is within driving distance of myriad recreational activities.

THE CITY

Under a council-manager form of government, Covington's vision-oriented city council interfaces cohesively with City Manager Regan Bolli. City operations are organized into five major departments: Executive (including the City Clerk's Office and Personnel/Human Services); Finance; Community Development; Public Works; and Parks & Recreation. With total 2015 staffing at 56.5 FTEs, the city contracts for services such as police, court, and jail services. Utilities, the library, and fire services are provided by separate districts.

THE DEPARTMENT

The Parks & Recreation Department has a 2015 operating budget of \$2.6 million covering parks planning, recreation, athletics, and aquatics; and a 2015 capital budget of \$791K. Current staffing is made up of a total of 23.11 FTEs. In addition to the director, there are 7 full-time employees, 3 of whom are supervised by the director: the Recreation Manager, Aquatics Supervisor, and Parks Planner. Parks maintenance accounts for another 2.05 FTEs, which are managed by the Public Works Department. Finally, part-time staff make up the balance of 13.06 FTEs—mostly in the positions of Lifeguards and Water Safety Instructors in Aquatics, and Referees in Athletics. The Parks & Recreation Commission and the Arts Commission also fall under the auspices of the department, as well as the newly-formed Parks & Recreation Priorities Advisory Committee (PrePAC).



Covington City Hall



WHAT THE NEXT PARKS & RECREATION DIRECTOR WILL BRING TO COVINGTON

The successful hands-on candidate is adept at prioritizing, multi-tasking, and providing clear direction for day-to-day operations while managing major capital programs. They possess exceptional organization and diverse communication skills, as well as the acumen to develop and nurture harmonious and productive human interactions—whether with staff, superiors, the public, or state legislators. As a well-rounded leader, they can seamlessly slide between the dual roles of mentoring and directing staff in order to collaboratively establish clear departmental goals that promote the city’s vision and support the needs of the community. Likewise, the successful candidate will be capable of forming amicable partnerships, both internally with other city departments and externally with outside agencies and community groups.

A Bachelor’s Degree in Parks and Recreation Management, or a related field, and a minimum of 6 years of progressively responsible experience in parks and recreation with an emphasis on supervision and project management is required. A Master’s Degree in a related field, Certified Park & Recreation Professional (CPRP) status, and 2 or more years in a managerial capacity in municipal government is preferred. Any combination of education and experience providing sufficient skills, knowledge and abilities to effectively perform the responsibilities of the position may be considered.

PRIORITIES FOR THE SUCCESSFUL CANDIDATE

The following is a representative sample of upcoming issues and goals that have been established by the city council and/or the city manager. It will be up to the successful candidate to ensure these major projects and others are fulfilled:

- Capital projects that include an \$8.5m Phase 2 of a community park, a \$1.2m acquisition and site preparation, and a community-built skate park renovation.
- Oversee administration of over \$8m in state grants.
- A Master Plan for Jenkins Creek Park and conceptual development of the parks components of the Town Center.
- Grant applications for second phase acquisitions for SoCo Park.
- Serve as liaison for the Parks & Recreation Priorities Advisory Committee (PrePAC), which has been tasked with recommending sustainable funding for the development and operation of the city’s parks and recreation.
- Implementation of goals contained within the updated Parks, Recreation and Open Space (PROS) Plan.
- Implementation of soon-to-be-adopted Parks Impact Fee program.
- Ensure incorporation of public art into parks facilities and projects.
- Improved marketing and public awareness of the Parks and Recreation Department’s programs and facilities.



COMPENSATION AND BENEFITS

- ◆ Annually: salary step increase, COLA, and Merit Hours Program
- ◆ All 100% employer-paid:
 - ▶ medical insurance premiums for employee (81% for spouse & dependents)
 - ▶ dental and vision insurance premiums for employee, spouse & dependents
 - ▶ employee-only premiums for life insurance, long-term disability, accidental death & dismemberment, and survivor life insurance
- ◆ City and personal contributions to Health Reimbursement Account (HRA) VEBA
- ◆ Section 125 Flexible Spending Account
- ◆ 401(a) Pension & Social Security Replacement Plan
- ◆ Flexible work schedule, subject to city manager approval
- ◆ Leave benefits, including vacation leave, sick leave, and holidays



Jenkins Creek Park

APPLICATION PROCESS

An application, supplemental questionnaire & full job description may be obtained at www.covingtonwa.gov; by calling the Personnel Manager at (253) 480-2410; or by stopping by City Hall Monday-Friday, 8am-5pm. The completed application, supplemental questionnaire, resume and letter of interest may be e-mailed to nbeaufriere@covingtonwa.gov; or mailed to: Attention: Noreen Beaufriere, Personnel Manager; City of Covington; 16720 SE 271st Street, Suite 100; Covington, WA 98042. **Interviews are planned for either November 30 or December 1, 2015.** EEOE.

CLOSING DATE IS FRIDAY, NOVEMBER 6, 2015 AT 5 PM



Swim Class at the Aquatic Center



TREE CITY USA®





JOB DESCRIPTION

Job Title: Parks & Recreation Director

Department: Parks & Recreation Department

Reports To: City Manager

Overtime Classification: Exempt

Date: Revised September 2015

Definition:

Under the direction of the city manager, create and maintain the vision, mission, goals, and objectives for the city's parks planning, aquatics programs, recreational programs, and athletic programs consistent with the city's adopted vision statement, mission statement, goals and objectives. Direct the planning and development of the city's parks, natural resources systems, programs and events. Determine the park, natural resource, aquatic, recreational, and athletic needs of the community. Implement plans and programs that best respond to those needs, in accordance with available resources. Direct short- and long-range park planning, purchase, design and construction of recreational buildings, park facilities and grounds. Assist in ensuring funding for departmental goals through all available means, including impacts fees and grants. Must be capable of effectively interfacing with a variety of internal customers, outside agencies, legislators, community groups and citizens, and balancing a multitude of opinions and ideas in the provision of services, programs and facilities. Update and maintain the Parks and Community Services Element of the Comprehensive Plan and the city's 20-year Parks Capital Improvement Plan. Represent city interests in a variety of councils, commissions and committees, and respond to city council and community inquiries. Develop, monitor and control the department's budget. Coordinate parks maintenance with the Public Works Department. Supervise and evaluate the performance of assigned personnel and volunteers.

Supervision:

Work under the guidance and direction of the city manager.

Essential Job Functions:

- Direct comprehensive municipal park, natural resource, aquatic, recreation, and athletic programs for the community, in coordination with other entities, when and if applicable. Ensure development of programs offered by the department that complement programs offered by other nearby providers.
- Update and maintain the Parks & Community Services Element of the Comprehensive Plan and update and maintain the city's 20-year Parks Capital Improvement Plan.
- Develop and maintain short- and long-range planning and design of public parks and recreational buildings and facilities, service activities, programming, budgets, feasibility studies, and necessary plans. Coordinate division programs with other city departments and government agencies.
- Coordinate construction management of public recreational buildings and facilities with architects, engineers, prime and subcontractors.
- Arrange for proper, safe, and timely development of the areas, facilities and equipment under the control of the department. Recommend new improvements or extensions to public recreational buildings. Coordinate park maintenance standards with the Public Works Department.

- Prepare and manage the submittal of grant applications to special district, county, state, and federal funding agencies and private foundations, in accordance with established guidelines; administer application of these funds. Coordinate city levy and/or bond elections for public recreational buildings and park facilities.
- Act as or oversee staff liaisons to the Parks & Recreation and Arts Commissions, including the preparation of staff reports, attendance at meetings, etc.
- Ensure appropriate and effective administration of aquatic, recreation, and athletic programs and special events.
- Ensure the maintenance of accurate and complete records of division activities, services and property; gather, interpret and prepare data for studies, reports, and recommendations; prepare regular reports as requested by the Parks & Recreation and Arts Commissions; draft new or amend existing city ordinances, as applicable, for review by the Parks & Recreation and Arts Commissions and possible action by the city council.
- Ensure the planning for and hiring of staff capable of delivering services to maintain department operations. Recommend selection of direct-report staff and evaluate performance. Offer technical assistance to staff on more complex problems. Oversee department personnel practices and carry out disciplinary actions after coordinating with the Personnel Manager, as necessary. Perform personnel evaluations for direct-report staff.
- Direct and perform cost control activities and monitor all fiscal operations of the department. Prepare draft of annual budget and manage the efficient and economical use of department funds, personnel, materials, facilities and time. Develop and implement policies, procedures and standards for efficient and effective operation and maintenance of department operations, assuring compliance with established policies and procedures.
- Provide input to other city departments in the review of various development plans.
- Assume full management responsibility for Parks & Recreation Department services and activities including: planning, aquatics, recreation, athletics, special events, parks and trails, and arts; develop and administer policies and procedures.
- Manage the development and implementation of Parks & Recreation Department goals, objectives, work plans, policies, and priorities for each assigned service area; establish, within city policy, appropriate service and staffing levels; allocate resources accordingly.
- Represent the Parks & Recreation Department to other city departments, elected officials, outside agencies, and the general public; explain Parks & Recreation Department programs, policies, and activities; negotiate and resolve sensitive, significant and controversial issues. Make presentations to the City Council, and various commissions and citizen groups, as required.
- Negotiate contracts and agreements for professional services; oversee the administration of agreements.
- Coordinate Parks & Recreation Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the city manager and city council; prepare and present staff reports and other necessary correspondence.
- Driving is essential to perform job functions (see Special Requirements).

Secondary Job Functions:

- Perform other related duties, as assigned.

Qualifications:**Knowledge of:**

- Extensive knowledge of modern parks, natural resources, land use, and recreation planning concepts.
- Maintenance, construction and use of public recreational buildings and park facilities.
- Comprehensive community recreation programs and park grounds operations.
- Contract management and administration.
- Basic knowledge of real estate purchases.
- Public speaking techniques.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills, including correct English usage, grammar and punctuation.
- Operation of office machines, including computer equipment and specified software.
- Record-keeping techniques.
- Supervisory skills, including principals of training and providing work direction.
- Budget preparation and control.
- City organization, operations, policies and objectives.

Ability to:

- Direct, organize and coordinate the operations and activities of the Parks & Recreation Department.
- Effectively mentor and direct subordinate personnel while fostering mutual respect and trust.
- Prepare and administer work programs, and budget and progress reviews.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively, tactfully and diplomatically, both orally and in writing.
- Work on multiple tasks, cope with interruptions and meet deadlines.
- Supervise, train and evaluate personnel.
- Prioritize tasks and coordinate efforts.
- Deal effectively with the public and maintain effective working relationships with those contacted in the performance of required duties.
- Understand and resolve issues, complaints or problems.
- Physical ability to perform essential job functions.
- Operate a motor vehicle.

Education and Experience:**Minimum Criteria:**

Any combination equivalent to: A Bachelor's degree in Parks and Recreation Management, or related field, and six (6) years progressively responsible experience in parks and recreation, including supervisory and project management. Any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job may be considered.

Preferred Criteria: *(In addition to Minimum Criteria)*

Master's Degree in a related field. Parks and Recreation Professional Certification.

Special Requirements:

- Possession of a valid Washington State driver's license and a driving record with acceptable results in accordance with the city's insurance authority standards.
- Completion of a nationwide criminal background search with acceptable results.
- Proper documentation to fulfill the requirements of the Immigration and Nationality Act within three (3) days of employment is a condition of employment with the City of Covington.

Physical Demands and Work Environment:

- **Constant Demands:** Sitting, talking, hearing, seeing.
- **Frequent Demands:** Driving, standing, walking, climbing, balancing, stooping, kneeling, crawling, pushing, pulling, feeling, reaching, lifting, grasping, twisting above the waist and reaching, bending at waist, repetitive hand and arm motion, and fine finger manipulation in the use of a computer.