

WHERE INNOVATION MEETS ELEVATION



# Recruitment Announcement for the City of Sandy

## *Parks & Recreation Director*





## Recruitment Announcement for the City of Sandy Parks & Recreation Director Position Description

The City of Sandy is looking for a dynamic leader to become our next Parks and Recreation Director. The new Director will have the opportunity to lead and shape the Department with exciting projects and reinvestment in our parks system.

The Parks & Recreation Director will join an innovative and high functioning management team in implementing the City Council's vision and ambitious goals for one of Oregon's fastest growing communities. The City of Sandy (population 12,933) is the gateway to Mt. Hood and is perfectly positioned between two Oregon icons. Right next door, Mt. Hood National Forest puts 50-foot trees in our backyard and postcard views of the regions tallest mountain at every turn. Just 25 miles to the west is Portland, a city close enough to share its culture and conveniences —restaurants, shopping, and higher education —and far enough away to keep the sprawl at bay. Our city embodies a rare, independent spirit that combines the pioneer and the visionary, and defines the Sandy way of life. With a get-it-done attitude of the pioneers who started this city, we take a cutting-edge approach to everything from public safety and public transit to our own municipal owned fiber internet service.

The Director provides leadership, direction, and is responsible for oversight and management of the day-to-day operations of the Parks & Recreation department including senior services, recreation, park planning and maintenance, and facility maintenance.

The position oversees the city's Community Center and is responsible for implementing the city council's visions and goals for community services and the City's plans for future park and recreational amenities, facilities, and programs. This includes continued implementation of the city's Parks and Trails Master Plan (2021), enhancing maintenance capacity for park assets, and ensuring our parks and open spaces remain a safe space for all users.

The Director is responsible for developing and managing budgets, applying for and analyzing grants, evaluating program effectiveness, managing projects, and overseeing and executing special events. The position requires specialized professional knowledge in the theory, principles, practices, and techniques of implementing parks and recreation programs and services, strategic planning, organization design and development, public budgeting and financial management, and personnel management.

### **The Ideal Candidate:**

The City of Sandy is looking for an energetic and visionary leader who is passionate about local government and parks and recreation and has demonstrable experience in managing parks and recreation programs, projects, and services. The ideal candidate is a skilled communicator who possesses collaborative management skills, with a focus on trust and creativity. Our ideal candidate is engaged with our community and understands the value of public service, and genuinely cares about the wellbeing of our growing City.

This ideal candidate thrives in an environment of successfully managing multiple projects and priorities while effectively leading staff toward the overall goals of Council.

### **Mandatory Requirements:**

A Bachelors degree from an accredited college or university, preferable with major course work in recreation, public administration, physical education, or a related field is required. At least eight years' experience, preferably in a parks and recreation environment or public administration, three of which must be in a managerial capacity.

Highly qualified candidates should have at least five years of increasingly responsible experience in the administration, developing, planning, and implementing of recreational programming and social and cultural programs.

### **Preferred Requirements:**

A Master's degree is preferred and may substitute for some experience. Other combinations of education and work experience can be considered.

Experience in park facilities planning and design is preferred. Certified Park and Recreation Professional (CPRP) credentials and experience with CAPRA Accreditation are preferred.

### **Special Requirements:**

- Possession of or required to obtain a valid driver's license within thirty (30) days of hire. Must have a safe driving record.
- Cardiopulmonary resuscitation (CPR)/AED/First Aid certification within sixty (60) days of hire.
- Must be able to pass the department's security clearance standards, including Reference check, Criminal History check.

### **Compensation:**

The salary range for this position is \$105,545 - 137,448 with an excellent benefit package including medical, dental, vision and life insurance, as well as accidental death and dismemberment. In addition, the City pays the 6% employee share of PERS and offers a robust paid time-off package including vacation, sick, and 11 paid holidays.

### **How to Apply:**

Applications will be accepted via the City of Sandy Web Site application process which includes an on-line application and a place to upload supplemental questions, a resume and cover letter. No additional materials will be accepted.

First review of applications begins the week of July 28th and Interviews anticipated for the week of August 11th.

