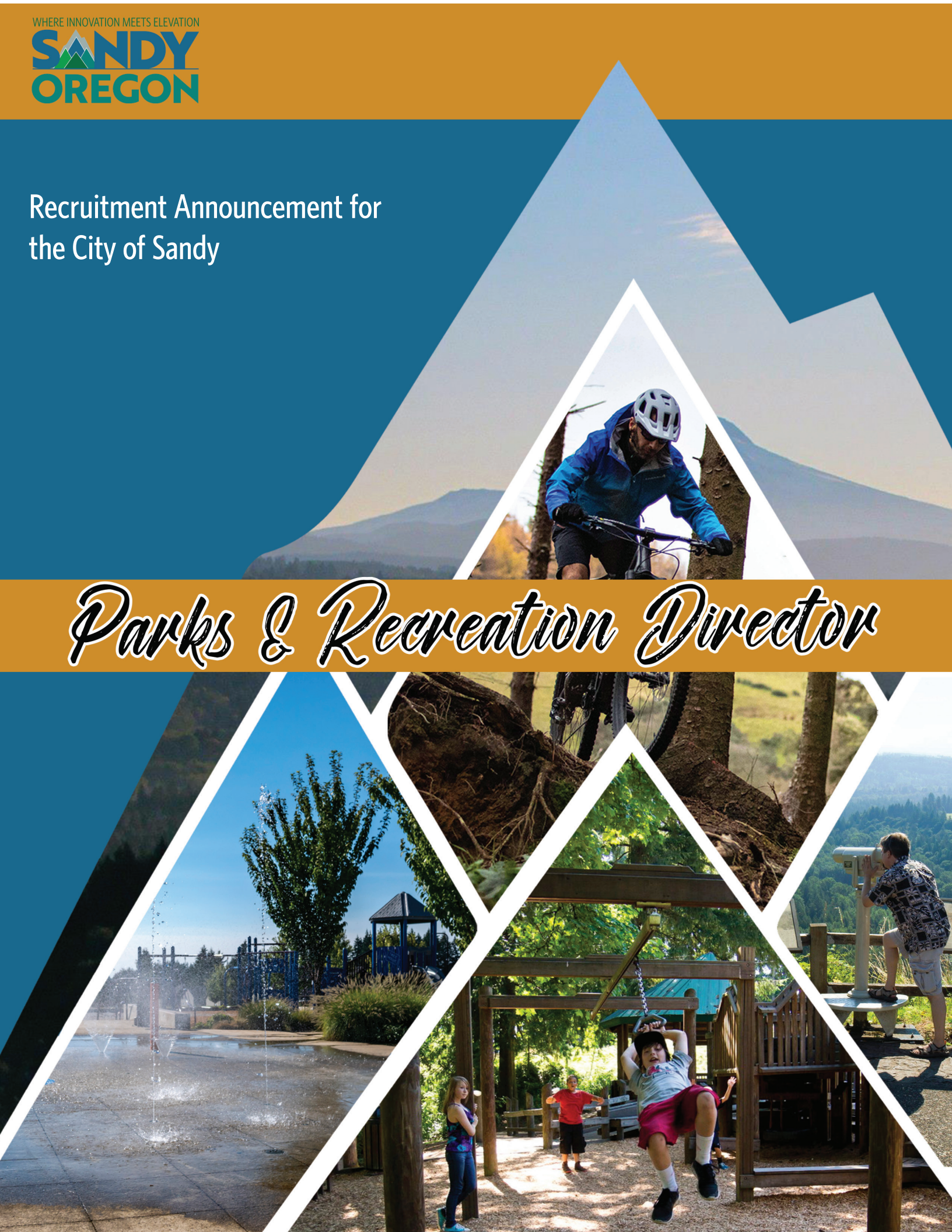


WHERE INNOVATION MEETS ELEVATION



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 through a period of rapid change and exciting projects.

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 11,650) 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 building maintenance.

Manages the senior services department, including client services, meals on wheels, medical and personal transportation, and all related reporting

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 implementing the city's new Parks and Trails Master Plan (2021) and leading the effort to plan a new community aquatic and recreation facility. In addition, the Director will assume control of a newly reorganized department with the exciting opportunity to develop and lead a premier parks and recreation operation for the city.

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 under-

stands the value of public service, and genuinely cares about the well-being 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 park 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 \$90,516 - \$117,875 with an excellent benefit package including medical, dental, vision and life insurance, as well as accidental death and dismemberment. In addition, the City makes a PERS retirement contribution on behalf of our employees of 6% of gross wages to the individual IAP account (defined contribution), as well as an additional contribution to a defined benefit retirement program. The City also has vacation, sick leave and 10 paid holidays a year.

### **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.

This position is open until filled.

