

THE CITY OF MCMINNVILLE, OREGON

INVITES TOP QUALITY CANDIDATES

TO APPLY FOR THE POSITION OF

PARKS & RECREATION DIRECTOR

\$6,892 – 8,796 PER MONTH – DOQ



**AN OUTSTANDING
EMPLOYMENT OPPORTUNITY
IN ONE OF THE PACIFIC NORTHWEST'S PREMIER COMMUNITIES**

Become Part of Our City's Team

The City of McMinnville, Oregon is seeking a dynamic and broadly experienced leader to serve on the City of McMinnville's Management Team. The Parks and Recreation Director's position experiences high public interaction and enjoys active engagement with significant agency, organization, and citizen partners within the community. This is a unique opportunity to be a part of a growing community and an organization committed to maintaining a safe and livable environment, open governance and efficient delivery of public services.

The Community

The City of McMinnville has a great deal to offer the new Parks and Recreation Director, including a supportive Mayor, City Council, City Manager, staff, and community. McMinnville (population 33,000) is located in the western portion of Oregon's agriculturally rich Willamette Valley on U.S. Highway 99W. McMinnville's historic Third Street was recently honored by the American Planning Association as one of its prestigious *Great Streets in America*. The historic downtown was also recently recognized by Parade Magazine as the best downtown west of the Mississippi River. McMinnville is a progressive, easy-going city that enjoys a central location to the Pacific Ocean beaches, the big City (Portland) and the State Capitol. It's an easy scenic drive to Mt. Hood and other exciting winter activity areas. McMinnville is home to Linfield College, one of the nation's most respected small colleges.

McMinnville has a Council-Manager form of city government. It is a full service city, providing a broad range of public services, and has a statewide reputation for stability and effective governance.

A recent citizen survey rated the City's livability very high. The small-town atmosphere, the historic downtown area, and community spirit were most highly valued by those responding to the survey.

Responsibilities

The Parks and Recreation Director reports directly to the City Manager and is responsible for planning, directing and overseeing the comprehensive operations of the Parks and Recreation Department.

The Department includes a wide variety of Recreation programs and services, facility operations of McMinnville's Aquatic, Community and Senior Centers as well as park system planning development (implementation of McMinnville's Park, Recreation and Open Space Master Plan, adopted in June 1999). The Parks and Recreation Director will lead, support and elevate a team of nine professional staff, 125+ part-time staff and over 300 volunteers through motivation, engagement and empowerment.

The Director actively participates and adds value to the high functioning leadership team while supporting mutually beneficial service outcomes.

The Parks and Recreation Director will prepare and manage an annual Department budget of \$2.7 million. The City currently has 18 developed parks and greenways (340 park acres owned; 280 developed).

The [job description](#) for the Parks and Recreation Director may be found on the City's website.

Parks and Recreation Management Team

The Department's experienced Management Team is currently comprised of three Recreation Program Managers, three Supervisors (one position open) and three Coordinators with a combined 120 years of professional experience. The Management Team develops and administers their respective facility and program budgets and actively promotes programs and services of the Parks and Recreation Department.



Projects

- Complete new construction specifications and documents (currently underway) for McMinnville's new NW Neighborhood Park and barrier free Playground; Execute a construction bid process and contract award that leads to the planned park construction in a timely fashion; maintain contact with project related grant providers, ensuring successful communications during the Director position transition.
- Within two years, conduct a comprehensive, citizen involved process updating McMinnville's Parks, Recreation and Open Space Master Plan to create a citizen driven, practical ten year "road map" of community priorities relative to program planning, park development, indoor recreation facility development, and funding.



- Determine functional priorities, needs, responsibilities and duties for filling open Recreation Supervisor position.

The Ideal Candidate

This position typically requires a Bachelor's degree in parks and recreation administration, resource management, business/public administration or related field (a Master's Degree is desirable) and five to eight years of progressive experience. Any equivalent combination of education and experience that demonstrates the knowledge, skills, and abilities is qualifying. Experience working for a full service municipality is preferred.

The ideal candidate is a visionary servant leader. This position demands strong communication skills and a commitment to collaboration. The City of McMinnville is a well-managed organization with strong department managers and staff and a

cohesive, fully functioning City Council. The ideal candidate will be prepared to take time to listen, learn, and build relationships within the organization and in the community.

The ideal candidate will fully embrace the City of McMinnville and their core values will be consistent with the community and organization. The Parks and Recreation Director will be a strategic thinker, an innovative change agent who is open to new ideas and a champion for inclusion and accessibility.

The ideal candidate will bring to the job:

- A progressive track record of successfully managing and directing programs, projects and services in a way that will translate to effectively leading the Parks and Recreation Department.
- Thorough understanding and awareness of the of details, challenges and responsibilities inherent in managing and coordinating recreation programs and facilities, park planning and development, resource development and staff development and evaluation;
- Proven ability and experience in articulating and inspiring others to support a Department vision, philosophical foundation and values.
- Demonstrated capacity to successfully engage community stakeholders and build productive partnerships.
- Thorough understanding of budget preparation and management.
- Proven ability to independently and successfully meet challenges, initiate solutions and achieve goals.
- Commitment to continued training and education and professional development.
- A passion for Parks and Recreation, and a deep sense of personal responsibility and accountability through a sincere public service work ethic.



Compensation and Benefits

The current salary range for the Parks and Recreation Director is \$6,892 – 8,796 per month. A 2.2% cost of living increase will take effect on July 1, 2017. Within the range, an appointment will be made based on qualifications and experience. The City's current benefit package includes:

- Medical, dental, and vision insurance in which the City and the employee share in premium costs.
- City-paid life insurance.
- City-paid long-term disability insurance.
- Sick leave - 8 hours/ month.
- Vacation credit earned at the rate of 6.67 hours per month, with increases in accrual rates.
- Ten paid holidays and two floating holidays annually.
- 40 hours Management Leave (exempt positions).
- City-paid participation in the Public Employees Retirement Systems.
- Professional membership costs and attendance at job-related conferences.
- Optional deferred compensation plan, and other employee-paid insurances.

Applying for the position of Parks & Recreation Director

Those who are interested in applying for the position of Parks and Recreation Director should submit a City of McMinnville [employment application](#), cover letter, current resume that highlights the relevant experience and education related to the position, and a written response to the following supplemental topic (*complete written responses should not exceed two pages*). An initial review of completed application materials received by 8:00 a.m. on Monday, June 5, 2017 will be conducted. Materials should be mailed or delivered to the City of McMinnville, Attention: Human Resources, 230 NE Second St., McMinnville, Oregon 97128 or submitted electronically via email to Erica Thomas at Erica.Thomas@mcminnvilleoregon.gov.

Written Supplement:

Please describe how your experience and training have prepared you to successfully meet the diverse roles and responsibilities of the McMinnville Parks and Recreation Director as described in this announcement. Please be specific in identifying pertinent management experience over which you personally have provided independent direction and authority.

Planned Recruitment Schedule

- May 15, 2017 — Initial posting
- Open until filled with review of materials by 8:00 a.m. on June 5, 2017.
- June 5 – June 9, 2017 — Review and screening of application materials.
- June 9, 2017 — Invitations to finalists to interview.
- June 20, 2017 — Panel Interviews.
- June 21, 2017 — Second Round Interviews with City Manager.
- June 26, 2017 — Offer position to top candidate.
- July 17, 2017 – Tentative first day of employment.

The City of McMinnville is an equal opportunity employer. Applicants with disabilities who need accommodation to participate in the recruitment and selection process should request assistance by calling Erica Thomas at (503) 434-2328 or by emailing her at: Erica.Thomas@mcminnvilleoregon.gov.

