



# Chelan

W a s h i n g t o n

## **PARKS, RECREATION, AND COMMUNITY SERVICES DIRECTOR**

### **\$82,908 - \$100,128**

*Plus Excellent Benefits*

*Apply by*

**September 8, 2019**

*(first review, open until filled)*

***P*ROTHMAN**



## WHY APPLY?



The Lake Chelan Valley is nestled in the North Cascades National Forest and is a great place to visit and an even better place to call home. The Valley offers four seasons of recreation, a historic downtown,

bountiful agriculture including an emerging wine industry 300 days of sunshine, world-class wineries, winter activities, gourmet restaurants, and small-town charm! Centrally located, full-time and part-time residents find it an ideal location for telecommuting with quality infrastructure and easy access to destinations across the state. This is an excellent opportunity for a talented parks and recreation professional to make a difference in a well-managed, fiscally sound, tourist community that takes pride in its natural beauty and quality of life.

## THE COMMUNITY

The City of Chelan is the only incorporated community in the Northern part of Chelan County and is located along the Southeast end of Lake Chelan. The city's year-round population is approximately 4,000; however, these numbers can swell to 40,000 during summer months due to Chelan's popularity among tourists and part-time residents. The city encompasses 3.9 square miles and is located approximately 160 miles east of Seattle. The Lake Chelan Valley features extraordinary year-around recreational opportunities in a world class outdoor environment. Much of the area around Chelan is composed of wilderness that invites camping, hiking and a variety of other outdoor activities. The Lake Chelan School District is located in Chelan and includes five schools that serve 1,400 students in grades PK through 12. The District offer a variety of options to meet your needs in four public schools and one alternative school. Private schools are also available.



## THE CITY

The City of Chelan utilizes the Mayor Council form of government and is a code city. Mayor Mike Cooney began his first term as Mayor in January of 2016. The City Council is comprised of seven nonpartisan members with staggered terms of 4 years. The Mayor and City Council possess a cordial and cooperative working relationship. In addition to the city administration, the City is comprised of four departments, including Finance, Parks & Recreation, Planning & Community Development, and Public Works. These departments function under the executive leadership of the Mayor and the day-to-day direction of the City Administrator. The City's four Department Directors and the City Clerk are all part of the City's Management Team. The City owns a golf course and RV park and operates the Lake Chelan Airport (general aviation) based on an inter-local agreement with the Port of Chelan County. Law enforcement, municipal court and prosecuting attorney services are provided through inter-local agreements with Chelan County. Police services are provided by Chelan County Sheriff's Department by contract and fire services are provided by Chelan County Fire Protection District #7. Library services are provided by the North Central Washington Library District. The City Council and Mayor operate as the Airport Board for the Lake Chelan Airport, which is owned jointly with the Port District of Chelan County. The City also contracts for city attorney, public defender and animal control services. Chelan has 45 fulltime employees and about 50 part-time seasonal employees. The City has a budget of approximately 25 million for its maintenance operations and 4 million for capital. The City is in an excellent financial position thanks to a conservative budgeting approach and a strong and growing economy stimulated by tourism, agriculture, development and very positive retail/commercial activity.

## THE DEPARTMENT & POSITION

The Chelan Parks and Recreation Department partners with the community to provide innovative and high-value parks, facilities, programs and services that promote an engaged and healthy community. The Parks & Recreation Department is responsible for the Lake Chelan Golf Course, Lakeshore RV Park, Lakeshore Marina, Youth Sports Programs, and eight Day Use Parks including Don Morse Park, which provides over 40 acres of area for recreation and 2,000 feet of waterfront on Lake Chelan.



Under the direction of the Mayor and City Administrator, the Parks, Recreation & Community Services Director is responsible for the visioning, planning, management, maintenance and marketing of all of the City parks, recreation programs and facilities including the Chelan Golf Course, Lakeshore RV Park and Marina, City beaches, downtown landscaping, contracted services/concession operations, and parking enforcement services. This position is also responsible for the successful management of the department's strategic goals and business operations.

The Department also assists in the success of several large special events that take place in City parks and fulfills the requirements to maintain the City's "Tree City USA" Certification. Together the Parks & Recreation Department employs 9 FTE's and 50 seasonal positions has a 2019 budget of \$2,757,868.



### Other responsibilities include:

- Manages and oversees the overall operations for all city parks, facilities, programs and services following best practices for the industry.
- Personnel management/administration, including recruitment, hiring, evaluating, training, supervision and organization development.
- Prepares, monitors and evaluates the department's business plan to ensure revenue and expense goals.
- Establishes and maintains performance measures for the department to ensure efficient and cost-effective operations.
- Develops, maintains and monitors the department's annual budget.
- Establishes and implements work plan objectives in conformance with the City's strategic plan.
- Researches, writes and administers grants.
- Coordinates development of the Parks & Recreation Comprehensive Plan in conjunction with City Council, the Recreation Board, city staff and consultants.
- Coordinates the Park Master Plan development and execution.
- Coordinates the activities of the Recreation Board.
- Identifies and initiates the use of technology to enhance operations and customer service.
- Administers safety and risk management programs for department.
- Manages public/media relations and marketing and promotional programs for department
- Administers the acquisition and development for all park & recreation related projects.
- Responsible for the administration of all applicable laws, rules, regulations and policies for the department.
- Serves as a member of the City's Management Team assisting with a broad range of municipal service issues.

**OPPORTUNITIES & CHALLENGES**

- Implement the Maintenance Management Plan developed for the Parks Department in 2019.
- Review, prioritize and implement the recommendations outlined in the Maintenance Management Plan project.
- Research and seek grants to assist with the funding of capital projects identified for Lakeshore RV Park, including researching, selecting, and implementing an online registration system for the RV Park.
- Develop the master plan, funding recommendation and timeline for major park capital projects.
- Review all city-wide recreation programs offered throughout the community to determine gaps in service and create a community process to review and recommend new programs and agency facilitators.

**IDEAL CANDIDATE**

**Education and Experience:**

A bachelor's degree or graduate degree from an accredited university or college in Parks and Recreation Management, Public Administration, or Business Administration and with a minimum of 3-5 years of local government executive level management experience is required.

A combination of experience and relevant education may also be considered. A certified Park and Recreation Professional is preferred. Candidates must have a valid Washington State Driver's License with an acceptable driving record by time of hire.

**Necessary Knowledge, Skills and Abilities:**

- Comprehensive knowledge of park, recreation, and golf activities together with extensive knowledge of programs, equipment, planning, budgeting and personnel administration.
- An entrepreneurial ability to evaluate and initiate new revenue producing facilities and programs within the city's parks.
- A progressive, innovative and visionary ability to continually improve and enhance the parks facilities and usage.
- Ability to communicate effectively both orally and in writing.



- Strong leaderships skills to guide individuals and teams to carry out the strategic plans of the department.
- Knowledge of and skill to accomplish best business management practices, including revenue enhancement programs, business plan development, activity-based costing and pricing of services and market opportunities assessment.
- Knowledge of technology that can improve operations and enhance customer service.
- Ability to identify and procure grants and other funding sources to enhance programs and projects.
- Ability to establish and maintain successful working relationships with coworkers, elected government officials, community members, customers and program/project partners.
- Ability to develop- and institute a strong customer service culture within the department.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities of the job. The ideal candidate will be committed to excellent customer service.



## COMPENSATION & BENEFITS

- **\$82,908 - \$100,128 DOQ**
- 80 Hours Vacation leave – Negotiable depending on experience
- 12 paid holidays per year
- Sick leave accrued at 8.7 hours per month
- Participation in family medical, dental, vision, and life insurance
- Washington State PERS Plan 2 or 3
- Participation in VEBA (pre-tax medical plan)
- Supplemental retirement plans - 457 plans (ICMA and/or WA State Deferred Comp)



Please visit:  
[www.cityofchelan.us](http://www.cityofchelan.us)

The City of Chelan is an equal opportunity employer and values diversity at all levels of its workforce. All qualified candidates are strongly encouraged to apply by **September 8, 2019** (first review, open until filled). Applications, responses to the supplemental questions, resumes and cover letters will only be accepted electronically. To apply online, go to [www.prothman.com](http://www.prothman.com) and click on "submit your application" and follow the directions provided. Resumes, cover letters and responses to supplemental questions can be uploaded once you have logged in.



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