



# PenMet Parks

Gig Harbor, Washington

## EXECUTIVE DIRECTOR

**\$120,000 - \$130,000**

*Plus Excellent Benefits*

*Apply by*

**September 15, 2019**

*(first review, open until filled)*

***P*ROTHMAN**



**WHY APPLY?**



The Peninsula Metropolitan Park District (PenMet Parks) is located in western Washington on a quiet and beautiful peninsula surrounded on three sides by the waters of the Puget Sound, in unincorporated Gig Harbor. PenMet Parks has an excellent organizational reputation with many partnerships, and is responsible for the planning, acquisition, construction and maintenance of park, open space and recreation facilities and the provision of recreation programs and events in the unincorporated areas outside of Gig Harbor city limits. The community prides itself on its remarkable atmosphere, natural beauty, exceptional schools, many parks, and beach areas. If you are looking to work with outstanding, enthusiastic staff in a position that will provide you a stimulating challenge along with great satisfaction, this is the job and community for you!



**THE COMMUNITY**

The Peninsula Metropolitan Park District serves unincorporated areas of the Gig Harbor Peninsula, outside the City of Gig Harbor, Washington. The District encompasses approximately 52 square miles of rural and suburban lands, including the unincorporated communities of Purdy, Rosedale, Swede Hill and Canterwood, as well as Fox and Raft Islands. The PenMet Parks District is home to roughly 40,000 residents. The District is located in northwest Pierce County on the southern tip of the Kitsap Peninsula, approximately 40 miles southwest of Seattle and 12 miles northwest of Tacoma. The area is made up of lakes, valleys and forested areas that provide an amazing array of unique neighborhoods. The District is home to many older adults and families with children, who enjoy the recreational opportunities provided by the District's 600 acres of parkland.



The nearby city of Gig Harbor was named one of Smithsonian Magazines Top Five Small Towns for culture, heritage and charm. As a popular tourist destination, the area is home to wonderfully appointed inns and hotels with many options in between. The City offers quaint shopping opportunities, a brand-new Welcome Plaza at Skansie Brothers Park with a viewing platform, kayak, paddleboard and boat rentals, and year-round harbor boat tours. The Gig Harbor Peninsula community enjoys Summer Sounds at Skansie Park, Movies in the Park, the Wet Coast Brewing Company, 7 Seas Brewing, Heritage Distilling Co. and the famous Tides Tavern, which offers the greatest house-made food and finest beverages around. Nearby recreational attractions and activities include golfing at Gold Mountain Golf Course, Madrona Links Golf Course, and Chambers Bay - the first course in the Northwest to welcome the U.S. Open Championship, sightseeing and hiking at the 369 square-mile Mount Rainier National Park, wildlife encounters, world-class fishing, and whale watching in the Puget Sound, and skiing and snowshoeing at both Crystal Mountain Resort, and the Snoqualmie Pass Ski area, each under 2 hours away.

**THE DISTRICT**

Incorporated in May 2004 and governed by a cohesive five-member Board of Commissioners who each serve 6-year terms, PenMet Parks provides management within 325.6 acres of parks, 143.23 acres of natural areas, 112.8 acres of special use facilities and 14.7 miles of trails that offer varied, safe and attractive places for public recreation. PenMet proactively partners with other recreational providers to create a broader range of activities and programming for the Gig Harbor Peninsula community. The benefits of these services are specially designed to meet the physical, mental, cultural and social needs of the residents and visitors to the Peninsula while enhancing the quality of life to its residents.

PenMet Parks has excellent funding, solid revenue streams, and a healthy capital budget that funds an evolving capital program. The District has seen an 844% increase in participation in recreation programs within the last 5 years, from 833 participants in 2012 to 7,037 participants in 2017 as a result of responding to demand and recognizing a strong need for more programming within the community. Programs provided by PenMet Parks include multiple youth sport leagues, adult soccer, basketball, and softball leagues, and STEAM camps and classes that teach coding, Lego, robotics, art, theater, music, and cooking. Outdoor camps and classes, Sport camps and classes, Adult Art, and Dragon Boat racing are also offered by the District. PenMet Parks hosts many special community events each year, including a Father Daughter Dance, Mother Son Dance, Spring Easter Egg Hunt, Food Truck Feast, Scarecrow Festival and Competition, and Breakfast with Santa. Each special event is highly anticipated and draws an impressive and increasing crowd every year.

The District is principally funded through property taxes with other revenues collected from sales tax, intergovernmental revenues, charges for services and interest income. PenMet has a 2019 operating budget of \$2.7 million, and a capital budget of \$3.3 million. Presently, the District has the equivalent of 18.74 employees.



## THE POSITION

Under the direction of the Board of Commissioners, the Executive Director acts as the chief executive officer of the Park District, having overall responsibility for managing the District and directly assisting the Board in the planning, organization, and administration of all government functions. The Director assists the Board in conducting the District's business in all matters, assumes other responsibilities as the Board directs, ensures that the District's mission and goals are incorporated into operational activities and services, and keeps the Board informed of District programs, activities and events affecting District services.

### Other responsibilities include:

- Assures the development of short and long-term plans to meet the goals and objectives of the District; presents issues and recommendations on major issues requiring policy direction to appropriate advisory bodies and to the Board; implements the policies established by the Board.
- Assures efficient and responsible District operations by providing managerial leadership and direction; designs and maintains organizational structure; directs the establishment and maintenance of district records; establishes major operational objectives, monitors progress and takes necessary corrective action; assigns project and program responsibilities to District staff.
- Has responsibility for the overall supervision, direction, evaluation, training and recruitment of District personnel; conducts supervisory responsibilities in accordance with District policies and applicable laws, including personnel records, payroll, employee benefits and time and attendance records; establishes and maintains a working environment conducive to positive morale, individual style, quality, creativity, and teamwork.
- Oversees preparation of the agenda for Board meetings consulting with the President and Board members to identify appropriate issues to include on the agenda; reviews and approves staff reports and recommendations.
- Oversees preparation of the District's annual operating budget; establishes administrative objectives for the budget and identifies budgetary constraints; evaluates budget proposals submitted by District staff; develops final budget recommendations for consideration by the Board; makes oral presentations at budget hearings regarding specific budget proposals.

- Monitors the District's financial condition by regularly evaluating revenue/expenditure trends; recommends to the Board changes in service levels or in user fees to maintain a sound financial condition; plans and prepares data for grants and funded programs; establishes and maintains inter-governmental coordination related to available funding.
- Provides for citizen awareness of District goals and operations by maintaining close contact with citizens, responding to their questions and making public presentations.
- Assures District participation in intergovernmental, community and professional groups and takes an active role in representing the District; serves as a board member on intergovernmental agencies, committees and commissions; reports to and advises the Board as appropriate, on immediate and emerging municipal problems.

## OPPORTUNITIES & CHALLENGES

**Community Partnerships:** It is critical that PenMet Parks continues to maintain and grow new partnerships with other governmental, nonprofit and business organizations.

**Community Visibility:** PenMet Parks and the new Executive Director must continue to have a very visible presence in the community to continue to promote the PenMet Brand, programs and facilities to the community.



**Park/Facility Acquisition and Development:** As PenMet Parks continues to grow, it is imperative to have the talent and skill base of staff to lead this process of growth effectively, as well as the fiscal confidence for construction and ongoing maintenance of new facilities and parks.

**The Future of PenMet:** The Board of PenMet wants to set a clear vision for the future of the agency, separate from the Parks, Recreation, Open Space (PROS/Comprehensive) Plan. This will be a process that includes the Board, staff and the community in determining the future vision and path forward for the park district.

**Capital Program Management:** The District's capital program is being developed and reprioritized to include project costs and timelines. Experience in design, building, funding and public process for Parks Capital projects is a large part of the work. The Community Recreation Project being built in the next few years will take a lot of the Executive Directors time and will be the largest project the district will likely ever undertake.

## IDEAL CANDIDATE

### Education and Experience:

The position requires a bachelor's degree from an accredited college or university in parks and recreation management, public or business administration, or a closely related field. A master's degree in public administration or a related field is desirable.

### Necessary Knowledge, Skills and Abilities:

- A proven track record of resourcefulness, and identifying and successfully securing financing for recreation programs, acquisition and park development.
- The ideal candidate is a collaborator and consensus builder with the board and community, and a team player and team builder who has a strong work ethic, is trustworthy and has community credibility.
- Ability to be a compassionate, yet fearless leader who is willing to identify and address early challenges or problems that arise, step in and assist, and understand the limited staffing of the agency. The new Executive Director must have the skill and drive to always find the best answer.
- Experience and expertise in staff development, budgeting, Board and committee processes and communication, public engagement and creating and maintaining regional relationships is a must.

- Thorough knowledge of municipal organization and functions, and related federal, state and local laws, rules, regulations and special programs.
- Knowledge of, or the ability to quickly get up to speed on the governance of a special taxing district, understanding laws, codes and rules associated with a government entity, along with experience guiding a board through critical decision making and leading staff in carrying out the goals and policies of the board.
- Knowledge of all areas of parks and recreation service delivery, including recreation services, park planning and development, acquisition and park maintenance, and the process of park and facility development from initial inception to completion. An understanding of all the critical elements involved with development is essential.
- Understanding how to provide, plan and create sustainable and innovative recreation programs, and how to meet maintenance and operation needs of an evolving parks system will be necessary for success of this position.
- Demonstrated experience and success in leading the board, staff and community through a process that can create a vision and path forward for the future growth of the park district.
- Ability to build and retain effective working relationships with district employees, the Board, other public officials, and the community at large.
- Ability to be very visible and engaged in the community, strengthening the solid partnerships that are critical to the success of service delivery for the park district.
- Experience working with staff and outside experts to create and present clear reports with options and recommendations for the board to consider in making policy, program and project decisions.
- Experience with long range strategic planning and visioning, including the ability to lead a strategic planning process or engage the right consulting expert to lead the board, staff and community through a visioning process.

- Strong writing and oral communication skills, including the ability to be a thoughtful listener, delegate confidently, and grow and develop staff skills.

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

- **\$120,000 - \$130,000 DOQ**
- 90% Paid Medical and Dental Insurance
- Disability & Life Insurance
- Washington PERS Retirement
- Deferred Compensation Plan (457 plan)
- 10 Paid Holidays
- 2 Floating Holidays
- Vacation Leave
- Sick Leave
- Car Allowance
- Professional Executive Coaching
- Professional Development
- Executive Leave
- Possible Moving Expenses

Please visit:  
[www.penmetparks.org](http://www.penmetparks.org)

PenMet Parks is an equal opportunity employer and values diversity at all levels of its workforce. All qualified candidates are strongly encouraged to apply by **September 15, 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.

