

DIRECTOR OF PARKS AND RECREATION – CANTON PARK COMMISSION

Governed by the statutes of the Ohio Revised Code, the Canton Park Commission is a three-member entity appointed by the City of Canton Mayor. The Director reports to the Commission and is responsible for planning, directing and managing the professional staff and the daily operations of parks and recreation, while carrying out the goals, strategic plan, policies, and regulations approved by the Commission. The Director of Parks will oversee operations of more than 60 parks, 2 community centers, and over 200 programs including community and senior recreation, aquatics, sports, arts, outdoor education and special events. Minimum qualifications: Bachelor's Degree in Recreation Administration, Natural Resource Management, Public Administration or related field and six to eight years of progressively responsible experience in a related field or any combination of training, education, or experience which provides the desired knowledge, skills and abilities to perform the essential functions of the position. A Master's Degree in a related field and/or CPRP preferred. Starting salary is negotiable. Attractive benefit package including vacation, holidays, sick leave, employer participation in the Ohio Public Employees Retirement System and career development opportunities. See full job description at www.cantonohio.gov/parksandrecreation. Interested individuals should send cover letter, resume, and any supplemental information to the Canton Civil Service Commission Office via dianne.broadwater@cantonohio.gov no later than May 13, 2016.

Position

Director of Parks and Recreation – Canton Park Commission

Maximum Salary

\$90,000

Posting Date

April 14, 2016

Application Deadline

May 13, 2016

Organization Information

The Canton Park Commission is responsible for providing recreation and parks services for the more than 70,000 residents of Canton, Ohio. The Commission recently passed a levy to absorb the operations of the Canton Joint Recreation District beginning January 1, 2017. This position will report to the Canton Park Commission and will oversee operations of more than 60 parks, 2 community centers, and over 200 programs including community and senior recreation, aquatics, sports, arts, outdoor education, and special events. All operational and capital funding for the Park Commission is generated through program fees, shelter rental fees, and a 5 mil levy that expires in 2021.

A full description of current programming can be found in the program catalog to be viewed at: www.cantonohio.gov/parksandrecreation

General Description and Summary

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Department Transition

As stated in the organizational information, the Park Commission is in the process of absorbing the operations of the Canton Joint Recreation District along with the J. Babe Stearn Community Center. This position shall be responsible for providing recommendations to the Commission for the new organizational structure and will lead all necessary administrative transition functions. The Director shall work closely with the appropriate City officials to develop all pursuant job classifications through the existing Collective Bargaining Agreement and City approvals.

Essential Duties and Responsibilities

- 1) Plans, directs, leads, and manages all aspects of the successful operation of the department.
- 2) Personally interacts with the community and its leaders to enhance the image and value of the department and to guide the department's projects to completion; encourages and supports community involvement;
- 3) Raises public awareness of the department, its conservation and program objectives, its value to the community, and its challenges and opportunities.
- 4) Inspires employees, volunteers, community members and leaders to support the department and its mission.
- 5) Maintains a full time staff of approximately 30 employees as well as a large seasonal staff, and determines the duties and responsibilities of such employees. Accountable for employee relations and staff development efforts and programs and for maintaining a positive culture for all employees. Works effectively with City officials and Union representation on personnel matters and within the terms of the respective Collective Bargaining Agreements.
- 6) Protects, conserves, preserves and manages approximately 800 acres of park lands including 60+ parks, 2 recreation centers, 40+ baseball fields, 1 softball complex, 20+ outdoor shelters, 2

- indoor shelters, and programs including community and senior recreation, aquatics, sports, arts, outdoor education, and special events .
- 7) Negotiates with land owners and executes land purchases with approval of the Commission and City Council.
 - 8) Oversees development and management of park lands including portions of the regional trail system under the department's control.
 - 9) Establishes goals and priorities. Oversees development of policies, work standards and procedures; provides direction and guidance to department staff. Accountable for employee relations and staff development efforts.
 - 10) Recommends changes in policies, rules and regulations to the commission for efficient management of the parks.
 - 11) Raises funds through, grants, partnerships and contracts.
 - 12) Guides the Department in furtherance of the Master Plan adopted in 2015 and develops enhancements thereto and implementation action steps for the park system; responsible for implementation following Commission approval. The current master plan can be viewed at: www.cantonohio.gov/parksandrecreation
 - 13) Creates a "customer first" culture which includes understanding and being driven by the needs, desires and expectations of the residents of Canton and creating processes for receiving and addressing on-going customer input.
 - 14) Develops annual operating and capital budgets for approval of the Commission in furtherance of the Departments current needs and strategic goals. (Please see corresponding annual report for 2015 information)
 - 15) Collaborates and cooperates with the Stark County Park District and township recreation and parks departments on mutual projects of benefit to the general public including development and maintenance of connecting trails. Works closely with representatives from local, state and national organizations on the development of cooperative programs and projects.
 - 16) Represents the department in public meetings and hearings; meet with officials from various public agencies, zoning officials, planning and design professionals, etc. and report progress to the Recreation and Parks Commission.
 - 17) Oversees and directs the many cultural and social outreach programs carried out through the Department.

Essential Knowledge, Skills and Abilities

- 1) Excellent knowledge, skills and abilities in the principles of executive management.
- 2) Demonstrated experience in all phases of recreation and parks operations, marketing, budgeting, planning and development.
- 3) Excels at all aspects of customer service.
- 4) Demonstrated experience in long range planning and implementation.
- 5) Knowledge of processes required prior to the acquisition of property, as well as the variety of methods available for the acquisition of parkland.
- 6) Outstanding ability in budgeting and public sector fiscal policy.
- 7) Ability to develop and maintain effective working relationships with associates, professionals, community leaders and the general public. Knowledge of agency policies and procedures, government structure and process, budgeting, management, public relations, and park management.
- 8) The successful candidate will excel in developing relationships with a wide variety of community groups.
- 9) Excellent oral and written communication and interpersonal skills. A proven ability to communicate effectively with employees, the public, public officials, community and professional organizations.
- 10) Ability to inspire and be persuasive in the promotion of new ideas, concepts and action plans to influence positive outcomes with both internal and external audiences.
- 11) Ability to define and solve problems, establish facts, and draw valid conclusions. Prepare meaningful, concise, and accurate reports. Establish effective working relationships.
- 12) Strong leadership skills necessary to be persuasive in the promotion of new ideas and inspire others including the ability to make effective decisions and to take appropriate action when necessary.
- 13) Ability to exemplify the highest ethical standards in professional and personal conduct.

Minimum Qualifications

Bachelor's Degree in Recreation Administration, Natural Resource Management, Public Administration or related field and six (6) to eight (8) years of progressively responsible experience in a related field; or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position. A Masters Degree in a related field and/or CPRP are preferred.

Additional Information

The starting salary is negotiable. The position also offers an attractive benefits package including vacation, holidays, sick leave, employer participation in the Ohio Public Employees Retirement System, and career development opportunities.

Applying for Position

Interested individuals should send cover letter, résumé, and any supplemental information to the Canton Civil Service Commission via dianne.broadwater@cantonohio.gov no later than May 13, 2016.