



PARKS & RECREATION
DIRECTOR



This is an outstanding opportunity for a progressive, visionary leader to make an impact on a community that values the benefits of Parks and Recreation!

THE CITY

Located in La Plata County, in the Southwestern corner of Colorado, Durango was formed by the Denver and Rio Grande Railroad Company along the banks of the Animas River in September 1880 to serve the San Juan mining district. This mountain town proudly serves a diverse community of approximately 19,000 neighbors in all facets of life, work, and recreation in our natural environment. Each day, a devoted workforce of approximately 350 full-time employees come together to ensure the needs of the community are met through municipal service.

Known worldwide for the Durango & Silverton Narrow Gauge Railroad, Durango exudes the western charm with its historic architecture, entertainment, shopping, art galleries, boutiques, restaurants, bars, and a robust downtown business district. Area attractions and activities are part of the outdoor lifestyle that Durango is popular for including miles of world-class skiing, hiking, rafting, horseback riding, and mountain biking trails. Durango offers access to national parks, archaeological sites, and gold mines to explore. The Purgatory Ski Resort, located 25 miles north of downtown Durango, has 99 trails, 12 lifts, a vertical drop of over 2,000 feet, and more than 1,500 acres of skiable terrain.

The City of Durango and their employees provide efficient city services, effectively maintain city assets and manage growth, are accountable, ethical and fiscally responsible, and collaborate with regional partners to improve the quality of life for our entire community. Durango is an authentic, diverse, multigenerational, and thriving community. Our residents value and enjoy our unique natural environment and benefit from the management of our city's resources in a fiscally responsible, environmental, and socially sustainable manner.

VALUES

- Teamwork
- Dependability
- Professionalism
- Service
- Respect
- Innovation
- Well-Being

The City of Durango identified six Strategic Goals as part of 2021 Strategic Plan, which will serve as a guide to improving the quality of life and civic participation in the Durango Community for the coming years. The new Parks & Recreation Director will be responsible for supporting cross-departmental issues and involving external stakeholders as it relates to all six of the Strategic Goals.

STRATEGIC GOALS

- Diversity, Equity, Inclusion
- Environmental and Social Sustainability
- Financial Excellence and Transparency
- Affordability & Economic Opportunity
- Enhanced Livability and Sense of Place
- Ensure Effective Infrastructure Network

City of Durango: <https://www.durangogov.org/>

DEPARTMENT OVERVIEW

Durango Parks and Recreation is committed to serving the community, and offering a wide array of programs, public spaces, and natural areas for the enjoyment of all ages, backgrounds and ethnicities. The Department is a recipient of the National Recreation and Park Association's highest honor "Gold Medal Award" and has national accreditation by NRPA's Commission for Accreditation of Park and Recreation Agencies (CAPRA).

The Department provides a wide variety of services including the development and management of City Parks, Open Space, Trails, Forestry, Cemetery, Animas River, Lake Nighthorse, Community Special Events, Durango Community Recreation Center, Mason Center, Chapman Hill, Durango Gymnastics, and youth and adult recreation programs.

The Department provides the maintenance and stewardship of 5,300 acres of parks and open space, approximately 11,000 trees are actively managed in the urban forest, and management of 96 miles of natural surface trails and 16 miles of hard surface trails. The Department manages three indoor recreation facilities comprising over 116,850 sq. ft. including a comprehensive recreation center with an aquatics area with lap and leisure pools, racquetball courts, indoor track, aerobics studio, gymnasium, fitness area with free weights, selectorized weight equipment and cardiovascular equipment, climbing wall, community meeting rooms, childcare and offices. The Department manages a seasonal ice rink and ski hill. The Department thrives on supporting an active Durango community that places a high value on the benefits of parks and recreation.

To learn more visit: <https://www.durangogov.org/ParksandRec>

THE POSITION

The new Parks and Recreation Director will lead a Department that focuses on providing high quality services that exceed the expectations of the community. The Director will oversee the management of parks, recreation, cemetery, trails, forestry, open space, Animas River, Lake Nighthorse, Recreation Center, Mason Center, Durango Gymnastics and Chapman Hill. This new leader shall provide highly responsible and complex administrative support to Advisory Boards, the Managing Director Community Development, and the City Manager.

The Director will lead over 38 full-time and 500 part-time and seasonal employees and provide oversight to an annual operating budget of \$7.9 million and capital funds of \$10.5 million.

Key Responsibilities:

- Assume full management responsibility for all Parks and Recreation Department services and activities including parks, recreation, cemetery, trails, open space, Animas River, Lake Nighthorse, Recreation Center, Mason Center



and Chapman Hill; recommend and administer policies and procedures.

- Manage the development and implementation of Parks and Recreation Department goals, objectives, policies, priorities and capital projects for each assigned service area.
- Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Plan, direct and coordinate, through subordinate level managers, the Parks and Recreation Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
- Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Select, train, motivate and evaluate Parks and Recreation Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Oversee and participate in the development and administration of the Parks and Recreation Department budget; approve the forecast of funds needed for staffing, equipment, materials, supplies and capital improvements; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Explain, justify and defend Parks and Recreation Department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
- Represent the Parks and Recreation Department to other City departments, elected officials and outside agencies; coordinate Parks and Recreation Department activities with those of other departments and outside agencies and organizations.
- Provide staff assistance to the City Manager and City Council; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
- Provide staff support to assigned boards and commissions.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of parks and recreation.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.

THE IDEAL CANDIDATE

The ideal candidate shall have a strong commitment to developing high quality programs and dynamic public spaces, while also ensuring sustainable preservation of natural and cultural resources that are inclusive for multi-cultural users. This exceptional communicator must have the demonstrated ability to establish successful public-private partnerships, as well as develop nurturing productive relationships with citizen advocates, businesses, community stakeholders and non-profit groups that are passionate about parks and recreation. It is imperative that the new Director creates an inclusive and team-oriented work environment that allows for diversity of thought, viewpoints, and experiences.

It is key for the ideal candidate to have an enterprising mindset and the financial acumen to be a steward of the department's resources and advocate the strategic vision of capital improvement program administration and long-range planning. The new Director shall also have these additional core competencies:

- **Inspirational Leadership** – Demonstrates an enthusiastic and empowering workforce and creates an environment where ideas are fostered and nurtured; exhibits engaging and approachable behavior; listens attentively to understand the needs, intentions and values of others;
- **Politically Astute & Collaborative** – Has a sense of presence to successfully engage with the City Council, City Leadership, Parks and Recreation Board, corporate partners, institutional and agency directors and boards, school superintendents, other department directors, as well as county and state officials; has a clear understanding of the dynamics of each City department; and bridges roles and responsibilities within the department for overall success.
- **Financial Acumen** – Manages multiple funding sources; ensures innovative revenue development strategies for sustainability; has the ability to use public funds to leverage

private funds; provides the necessary financial resources to sustain and grow the organization; ensures adherence generally accepted accounting principles are continually adhered to and related to all budget and financial matters; understands and can manage operations within budget constraints; identifies untapped resources.

- **Forward-Thinking** – Fosters a vision and direction for department; seeks “best practices” and trends for continued growth and relevance; develops short and long-range plans, strategies, priorities, goals and objectives, along with master planning.
- **Adaptable & Managing Change** – Able to adapt to ongoing challenges and capable of shifting in various directions necessary to manage changes; provides information and feedback to staff to an agile department.
- **Results Oriented** – Improves and sustains superior business performance; builds high-performing teams that hold themselves and staff accountable for their performance; delegates appropriately; makes financially-sound decisions; optimizes resources and initiates efficient work processes; pursue aggressive goals and work hard/smart to achieve them; possess the ability to evaluate and improve processes and procedures to enhance services.
- **Problem-Solving & Strategic Thinking** – Demonstrates the ability to analyze, interpret and effectively identify and solve problems; makes informed decisions, and successfully addresses complex organizational challenges; provide/ implement creative solutions and provide direction by clearly and effectively setting courses of action.
- **Talent Management & Development** – Demonstrates the ability to foster a progressive and diverse workforce, have a good sense of the morale; attract, align, and professional develop employees; provide opportunities for continued growth and experience through succession planning.



EDUCATION/EXPERIENCE

Bachelor's degree from an accredited college or university with major course work in recreation management, public administration, physical education or a closely related field. Six (6) years of increasingly responsible experience in parks and recreation including three (3) years of administrative and supervisory responsibility. Certified Park and Recreation Professional (CPRP) credentials and experience with CAPRA Accreditation are a huge plus!

COMPENSATION AND BENEFITS

Hiring salary range starting at \$127,347 and is commensurate with qualifications and experience of the successful candidate. The City also offers an excellent benefits package: <https://www.durangogov.org/195/Employee-Benefits>

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by **Friday, June 4, 2021**. Resume should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed. To review more information on the position, and to submit your materials visit: <https://www.cpshr.us/recruitment/1780>.

For additional information about this position please contact:

KYLIE WILSON

(916) 471-3325 ▪ kwilson@cpshr.us

www.cpshr.us

CPS HR  CONSULTING

