



**OKC**

**DIVISION**

**MANAGER**

**(RECREATION)**

**OKC.GOV/CAREERS**

# WORK FOR OKC



**Oklahoma City is the 20th largest city in the nation. The City of Oklahoma City serves approximately 687,725 residents in a four (4) county, 621 square mile area.**

## About OKC

Oklahoma City is on an impressive track towards national urban prominence with a vibrant economy, an admired massive infrastructure program, a growing presence in the world of professional sports and Olympic and amateur rowing, and an increasing arts and culture scene. The city's success has attracted growth downtown and at the fringes. Oklahoma City's momentum and growth, public investment, and friendly residents provide a vibrant and proud city demonstrated by a sample of 2022 accolades:

- Ranked #2 best city for young professionals (Forbes)
- Ranked #1 for lowest cost of living among large cities (C2ER)
- Ranked #2 most affordable housing market (Bloomberg)
- Entertainment – ranked #4 for favorite cities to visit (Travel Awaits)
- Arts & Culture - ranked #1 city for street art (USA Today)
- OKC continues to be one of the best run cities in the U.S. (WalletHub)

Incorporated in 1890, the City of Oklahoma City is a charter city and has had a Council-Manager form of government since 1927. The Mayor, elected at-large, leads a Council of eight members, each elected by ward. The Mayor and Council set overall policy and strategic priorities for the organization.

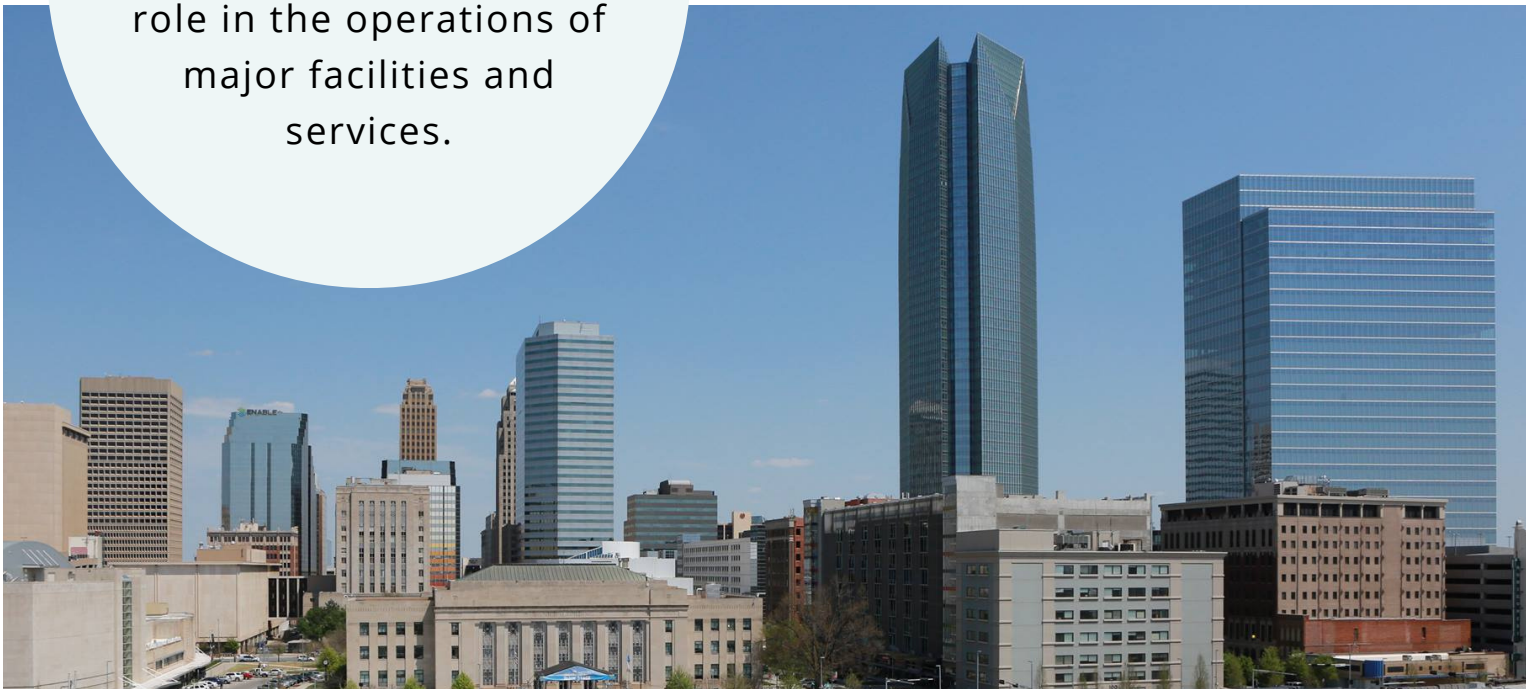


Twenty-two (22) City departments provide a wide array of municipal services and programs. Additionally, municipal trusts play a significant role in the operations of major facilities and services.

Historically, Oklahoma City's economic base has been closely tied to the energy and agricultural markets. Today, the City's economic base is more diversified and seeing growth in the health and technology industries.

The largest employers in the metropolitan area include the State of Oklahoma, the City of Oklahoma City, Tinker Air Force Base, and the University of Oklahoma. Companies with headquarters here include American Fidelity Assurance Company, BancFirst, Chesapeake Energy, Continental Resources, Devon Energy, Express Personnel, Hobby Lobby Stores, Love's Travel Stops & Country Stores, OG&E Energy, MidFirst Bank, Paycom and Sonic Corporation.

Vital among the City's assets are ample water supplies and its central location.



Interstate highways I-35 North/South, I-40 East/West and I-44 Northeast/ Southwest converge in Oklahoma City and provide transportation links to the rest of the nation. The I-40 Crosstown Expressway relocation, which opened in 2013, allows faster travel by incorporating 10 lanes of traffic. These ground transportation routes, together with Will Rogers World Airport, make the City a regional transportation hub.

Local performing arts groups such as the Oklahoma City Philharmonic, Lyric Theater, and Ballet Oklahoma contribute to the City's cultural environment. The Oklahoma State Fair, Red Earth Festival, and the Festival of the Arts attract hundreds of thousands of visitors each year. Other popular attractions are the First Americans Museum, National Cowboy and Western Heritage Museum, Oklahoma City Museum of Art, Oklahoma City National Memorial, Oklahoma History Center and National Softball Hall of Fame.

Our NBA team, the Oklahoma City Thunder, competes in the National

Basketball Association as a member of the league's Western Conference Northwest Division. The City has been the site of numerous Big XII championships in basketball, baseball, and softball and has hosted the opening rounds of the NCAA basketball tournament, the Wrestling Championships and the Women's College World Series. Our USL PRO (minor league soccer) team, Energy FC, is the affiliate of the Major League Soccer Sporting KC.

In December 2009, citizens approved MAPS 3, a seven-year, nine-month tax to fund eight new projects in the metro area. These include a 70-acre central park, a new rail-based streetcar system, a new downtown convention center, sidewalks throughout the city, 57 miles of new bicycle and walking trails, improvements along the Oklahoma River, health and wellness aquatic centers for seniors, and improvements to the fairgrounds. The actual cost for all these projects is \$831,748,555 million.

In May 2016, the \$45.3 million RIVERSPORT Rapids center opened





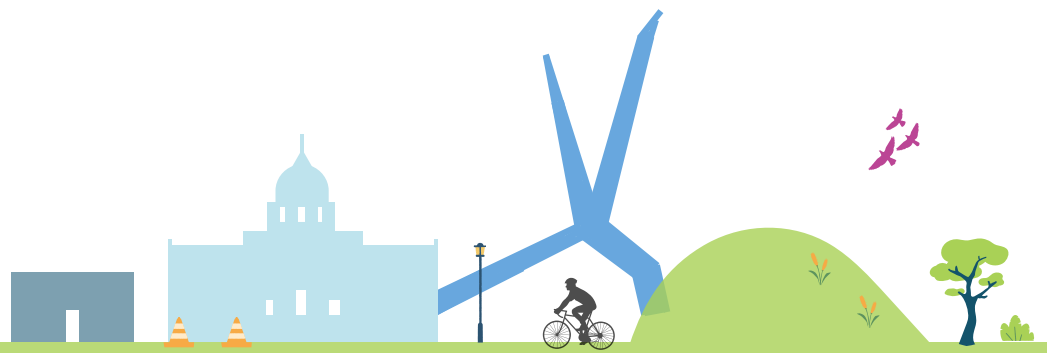
to provide whitewater rafting and kayaking on an 11-acre facility adjacent to the Oklahoma River. The Center features world class rapids for elite athletes as well as recreational level opportunities for families.



The City was designated as the U. S. Olympics Training Site for canoes, kayaks and rowing in July 2009 and hosted the U.S. Olympic trials for those sports in 2016 at the new RIVERSPORT Rapids center and the Oklahoma River. The Oklahoma River is the only river to have received this coveted designation and is being transformed into a world class competitive and recreation center.



In January of 2016, the City entered into an agreement with the State of Oklahoma and the Chickasaw Nation to complete the First Americans Museum along the



Oklahoma River. The Center provides 85 acres of park space, with walking trails, interpretive art, and serves as a venue for native performers and educational exhibits.

In September 2017, citizens approved the Better Streets, Safer City General Obligation Bond and a sales tax measure. The General Obligation Bond is a 10-year, \$967 million program (including \$135 million for parks, \$536 million for streets, bridges, sidewalks and traffic control), and a permanent  $\frac{1}{4}$  cent sales tax for more police officers, more firefighters and day-to-day operations. The temporary penny sales tax took effect January 1, 2018, after the MAPS 3 tax expired. Sales tax collected over the 27 months was \$264,584,295 and to date with interest the board has allocated \$263,676,528 toward projects.

In December 2019, citizens approved MAPS 4, a debt-free public improvement program funded by a temporary penny sales tax that will raise a projected \$978 million over eight years. MAPS 4 keeps Oklahoma City's sales tax rate unchanged. The sales tax took effect April 1 when the Better Streets, Safer City temporary sales tax expired. More than 70 percent of MAPS 4 funding is dedicated to neighborhood and human needs. The rest is for quality of life and job-creating initiatives. Detailed information about the 16 MAPS 4 projects is available at [okc.gov/government/maps-4](http://okc.gov/government/maps-4).





## **MESSAGE FROM THE INCLUSION & DIVERSITY OFFICE**

The City of Oklahoma City is deeply committed to advancing a workplace and community where all belong. Our dedicated Office of Inclusion and Diversity spearheads various initiatives to foster an environment where every employee feels valued, respected, and empowered to be their best selves.

We firmly believe that diversity enriches our perspectives and enhances our creativity, making us a stronger and more innovative team. To achieve this, we have implemented a range of programs that enhance employee engagement and provide equitable advancement opportunities for employees at all levels. From our internal Equity Council – led by our City Manager – to professional development offerings such as Mentor Circles and empathy-driven trainings, the City is focused on impacting senior leaders through the frontline.

The Office of Inclusion and Diversity has strong internal partnerships and collaborates with departments across the organization to influence policies, processes, and services.

Join us on this transformative journey. Together, let's cultivate a workplace and community for all.

## **THE CITY'S VISION & MISSION**

Oklahoma City seeks to further progress as a vibrant, diverse, safe, unified and welcoming community. We will provide exceptional service to residents and visitors. We do this by ensuring the safety of the public, delivering quality services, and maintaining infrastructure to support the growth of the City.

### **The City's core values include:**

- Providing competent, dependable and efficient service to all by knowing our jobs and our City;
- Maintaining dependability and accountability in our relationships;
- Communicating among ourselves and with our community in a tactful, useful, informative and honest manner;
- Listening to the needs of others as a critical part of our communication process;
- Honoring diversity by respecting our customers and fellow employees;
- Committing to continuous improvement and growth through visionary, proactive leadership and technology; and
- Setting standards of quality service by upholding our core values.

# EXPLORE - LEARN

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## The Department

**OKC Parks** is moving into a new and exciting era for the Department. With a new executive team in place, a superb staff of professionals, a vast inventory of current recreation assets, a new multigenerational center, and over \$215 million in capital improvements on the horizon, OKC Parks is poised to redefine its position within the community and the Parks and Recreation industry.

The Department is a large, dynamic and complex department providing for the recreational needs of a culturally and socioeconomically diverse population of over 680,000 residents spread over 620+ square miles.

**OKC Parks** inspires our community to explore, learn, grow and play. The Department's mission is to provide cultural, social, and recreational experiences to our community so they can have the opportunity to cultivate wellness and enjoy a healthy lifestyle.

- 186 Full-Time Staff
- 200+ Part-time & Seasonal Staff
- \$36M Annual Operating Budget
- 170+ Parks
- 90+ Miles of Multipurpose Trails
- 11 Recreation Centers
- Five Aquatic Facilities
- Five Golf Courses
- 17 Splash Pads
- Four Skate Parks
- Multiple Athletic Complexes
- Botanic Gardens
- Nature Center
- Three Event Centers
- Fish Hatchery



# GROW - PLAY

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The department's vision is **OKC Parks inspires our community to explore, learn, grow and play.**

The department is organized into five divisions:

- Administration
- Grounds Management
- Natural Resources
- Public-Private Partnerships
- Recreation, Health and Wellness

## The Position

**OKC Parks** is seeking a new Division Manager to leverage their vision, innovation and expertise leading the transformation of the Recreation Division, which has an annual operating budget of nearly \$6 million, 36 full-time employees, and over 200 part-time employees in the General Recreation, Athletics, and Aquatics and Health & Wellness units. The division also includes the operations and/or programming of

11 centers, five aquatic facilities, and multiple athletic complexes, gymnasiums and courts. The Division Manager reports to the Parks and Recreation Assistant Director.

**The ideal candidate** is a visionary leader, experienced in implementing innovative management and service solutions. They must be a creative thinker, problem-solver, partnership builder, and someone who possesses exceptional leadership, analytical, organizational, interpersonal and communication skills.

**The ideal candidate** is focus and process driven, adept in implementing management systems, analyzing organizational deficiencies, and facilitating organizational change. Prior experience in recreation is ideal, but not required since this role will strongly focus on business and facility management, as well as program efficiency and cost recovery strategies.

## **The ideal candidate must possess:**

- Knowledge of and skill in applying administrative and managerial principles and practices.
- Knowledge of procurement, contractor, and vendor management.
- Skill in communicating in verbal and written form.
- Skill in leadership including teambuilding, motivation, delegation of duties, and goal setting.
- Ability to develop and foster a diverse and inclusive workplace environment.
- Skill in developing and implementing successful strategic, long-range, and short-range plans.
- Skill in analyzing service programs, their effectiveness and problem areas, and

researching and implementing alternative services.

- Skill in coordinating and supervising activities of professional, technical, and clerical staff.
- Ability to think strategically, make high level decisions regarding complex issues, and interpret and effectively apply applicable laws and policies.
- Ability to exercise independent decision-making, judgment and discretion as necessary to perform routine and non-routine tasks.
- Ability to promote, direct, and supervise comprehensive recreation programs.
- Ability to develop, manage, and maintain budgets.
- Ability to assess project needs, calculate quantities, and prepare cost estimates related to divisional operations.

- Ability to establish and maintain effective working relationships with staff, public officials, citizens, and various outside agency representatives.
- Ability to plan, design, implement and evaluate current systems and system improvements.
- Willingness to assume responsibility for operations of a division.
- Possession of a valid driver's license (Operator).

### **Preferred Qualifications:**

- Bachelor's degree in a directly related or complimentary field.
- Seven (7) years of full-time experience in service business and facility operations, of which include five (5) years supervisory experience and three (3) years management level experience.
- Experience managing within an

organization of similar size, scope and complexity.

### **Working Conditions/Physical Requirements:**

This is an FLSA exempt position. Work is performed inside most of the time (subject to sitting, standing, walking, or using a computer for extended periods of time). Frequent local travel is required to monitor divisional projects. Work may be performed outside occasionally with some exposure to heat, cold, humidity, rain, etc. This position is occasionally required to work beyond normal working hours, including weekends and holidays.

Physical requirements include speech and hearing enough to communicate effectively in person and by telephone; near vision enough to read and draft various forms of written and machine-generated communications; and manual finger dexterity enough to operate standard office equipment, such as a telephone, computer keyboard, ten-key, copier, fax, etc.



# Compensation

The hiring range for this position is **\$91,203.84** to **\$108,868.32** and is dependent upon the qualifications and experience of the selected candidate. A car allowance and relocation expenses are provided. The full salary range for this position is \$91,203.84 to \$139,436.64.

## Total Rewards

- Flexible schedules
- 96 hours of vacation leave per year
- 130 hours of sick leave per year
- 11 regular holidays per year
- Sick leave conversion to vacation (up to 40 hours per year)
- Retirement plan
- 16 hours of bonus vacation leave (when no more than 24 hours of sick leave is used during anniversary year)
- Employer paid parking or EMBARK bus pass for eligible employees working at the downtown campus
- Employee medical center for employee and covered dependents
- Tuition reimbursement
- Employee assistance program
- Life, health, dental and vision insurance options
- Disability plan
- Credit union with full banking services

# How to Apply

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) at **[okc.gov/careers](https://okc.gov/careers)**. Interviews are ongoing.



Resume should reflect years and months of employment, beginning/ending dates, as well as size of staff and budgets you have managed.

To apply for this position, please submit your materials and fill out the application at **[okc.gov/careers](https://okc.gov/careers)**.

For any questions please contact:  
**Kylie Wilson**, Principal HR  
Consultant, at **[resumes@cpshr.us](mailto:resumes@cpshr.us)**.

CPS HR  CONSULTING

## An Equal Opportunity Employer

The City of Oklahoma City is an equal opportunity employer and values diversity and inclusion.

The City of Oklahoma City will not discriminate against any applicant or employee because of race, color, creed, national origin, ethnicity, religion, sex (to include sexual orientation and gender identity and/or expression), age, genetic information, disability or political affiliation.

If you require reasonable accommodation at any time during the hiring process, please notify one of the Human Resources Department Representatives by calling 405-297-2530.

