



OKC

RECREATION

MANAGER

2023

[HTTPS://WWW.CPSHR.US/RECRUITMENT/2203](https://www.cpshr.us/recruitment/2203)

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.

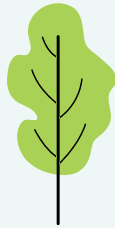
About OKC

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 #4 best city to live in 2022 (Bankrate)
- Low cost of living - ranked #2 among cities over 500,000 (C2ER)
- Affordable housing - ranked #2 most affordable housing market (Bloomberg)
- Entertainment - ranked #4 for favorite cities to visit (Travel Awaits)
- Arts & Culture - #1 city for street art (USA Today)
- Top 10 best run cities (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





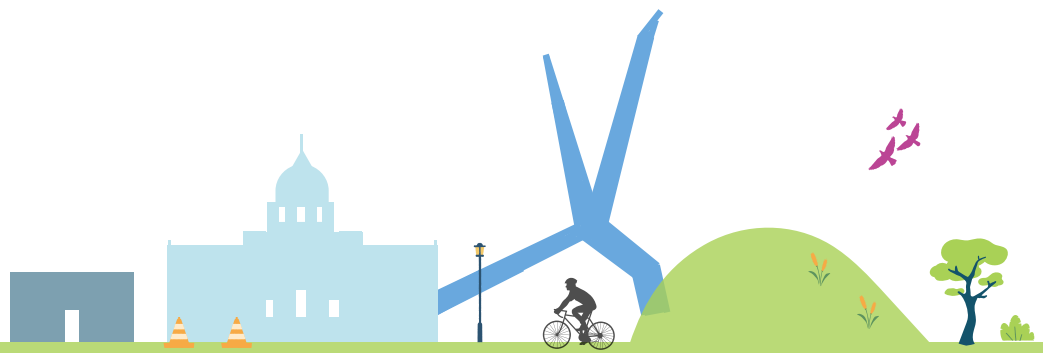
to provide whitewater rafting and kayaking on an 11-acre facility adjacent to the Oklahoma River. The Center features world class rapids for elite athletes as well as recreational level opportunities for families.



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 ¼ 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' 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.





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

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.

- 186 Full-Time 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



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

GROW - PLAY

The department is organized into five divisions: Administration; Grounds Management; Natural Resources; Public-Private Partnerships; and Recreation, Health and Wellness.

The Administration Division provides planning, management, administrative and reporting services to department employees and City leaders.



The Grounds Management Division includes six programs:

- *The Grounds Maintenance Program* provides turf management and amenity maintenance services for City parks, medians, and public rights-of way.

- *The Parks Amenities and Trails Program* provides multi-use trails, recreational areas and enhanced and improved park amenities.
- *The Park Athletic Fields Program* provides well-maintained recreational and competitive outdoor sporting areas and tournament level athletic fields for participants and spectators.
- *The Traffic Hazard Abatement Program* abates nuisances and traffic hazards caused by vegetation along City streets.
- *The Urban Forestry Services Program* manages a healthy diverse tree population in City parks and public areas.

The Natural Resources Division includes four programs:

- *The Bricktown Canal and Field Horticulture Program* provides maintenance and enhancements of landscaping in public areas, parks, medians, and City street rights-of-way.



- *The Fisheries Management Program* provides recreational sport fishing opportunities and education services.
- *The Martin Park Nature Center Program* provides a variety of nature experiences, environmental education programs and recreational opportunities.
- *The Will Rogers Gardens Program* provides a well-maintained and managed horticulture education center and private event rental facility.

The Public-Private Partnerships

Division includes two programs:

- *The Community Partnership Program* facilitates public-private partnerships that leverage the expertise, skills, and resources of volunteers, civic foundations, neighborhood groups, school districts, universities, and businesses that contribute to the quality and improvement of the public park system.
- *The Trust and Foundation Support Program* provides support and maintenance oversight of City-owned facilities and parks managed by various foundations and trusts.



The Recreation, Health and Wellness Division includes three programs:

- *The Aquatics, Health and Wellness Program* provides recreational, wellness and educational aquatic and health affirming opportunities.
- *The Athletics Program* provides well organized athletic leagues, tournaments, and events.
- *The General Recreation Program* provides a vast array of cultural, artistic and educational programs.

Challenges

Identifying new or upgraded parks, facilities, streetscapes, beautification projects, and attractions and offering quality and diverse programs to meet changing public expectations and increasing demands;

Increasing maintenance efficiency through effective use of resources and establishment of partnerships; and

Exploring funding options and partnerships that support the development of regional, district and

Challenges cont.

metropolitan parks in addition to providing new local parks in developing parts of the city.

The Ideal Candidate

The ideal candidate is a visionary leader, experienced in implementing innovative management and recreation programming 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 must possess:

- Knowledge of the philosophies, objectives, and practices of Public Recreation.
- Knowledge of Recreation operations, programming, customer service, cost recovery, marketing, and facilities/systems.

- 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.
- Skill in developing and implementing successful strategic, long-range, and short-range plans.
- Skill in analyzing recreation 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 investigate and resolve complaints concerning recreation programs and facilities.

- 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 Recreation, Leisure Services, Event Management, Sports Management, Physical Education, Tourism, Public or Business Administration, or directly related field.
- Seven (7) years of full-time experience in directing recreation/community service programs, of which include five (5) years supervisory experience and three (3) years management level experience.

- NRPA Certified Park and Recreation Professional (CPRP) or Certified Park and Recreation Executive (CPRE).
- Experience managing within an agency of similar size, scope and complexity, to include recreation programming within a large urban core.

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.

How to Apply

To apply for this 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 2nd**.

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

To submit your materials, visit:
www.cps hr.us/recruitment/2203

For additional information, contact Kylie Wilson, Senior Executive Recruiter at kwilson@cps hr.us



Salary:

The salary is dependent upon the qualifications and experience of the selected candidate.

Reasonable Accommodations:

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.

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.

Our benefits package includes:

- Flexible schedules
- 96 hrs. of vacation leave per year
- 130 hrs. of sick leave per year
- 11 regular holidays per year
- Employer paid parking or EMBARK bus pass for eligible employees working at the downtown campus
- Retirement plan
- 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