

Director of Parks and Recreation



A UNIQUE OPPORTUNITY

The City of Tucson's Parks and Recreation department is seeking a strategic partner who embraces and advocates for the City of Tucson's vision, the communities we serve, and embodies and inspires our continued commitment to deliver exceptional service to the people of Tucson. If you are a professional who embraces an organizational culture of innovation and continuous improvement, we hope you will consider this outstanding career opportunity to join the team of our progressive southwestern city.



"The Real Southwest"



THE COMMUNITY

With a culturally diverse population of 528,000, the City of Tucson is Arizona's second largest city, located approximately 100 miles south of Phoenix and 60 miles from the Mexico border. Tucson's metropolitan area exceeds 1 million people. Surrounded by four majestic mountain ranges and nestled in the heart of the lush Sonoran Desert valley, Tucson offers residents and visitors the climate, opportunities, amenities, and attractions allowing them to experience an unparalleled quality of life.

With sunny days nearly all year, Tucson is the ideal location for the outdoor enthusiast. The Sonoran Desert and the surrounding mountain ranges offer hiking, biking, horseback riding, bird watching, rock climbing, spelunking, hot-air ballooning, camping, championship golfing, skiing, and countless other recreational opportunities in breathtaking scenery. The region is a bicycle enthusiast's paradise and has been designated a *Gold Level Bicycle Friendly Community* by the League of American Bicyclists.

Tucson supports an outstanding variety of cultural activities reflecting the community's rich heritage. Museums and galleries, theater and dance companies, classical and contemporary musical events and festivals are plentiful within this natural desert environment. Recognized as one of the Mega Trend cities of the 21st Century, Tucson is renowned as an emerging center for biotechnology, solar, optics and logistics. More than 1,200 high-tech businesses including companies like Raytheon, BE Aerospace, Solon, and Universal Avionics employ over 50,000 citizens from the community and region. Tucson is home to Davis Monthan Air Force Base and the University of Arizona, ranked among the top 58 public universities by US News & World Report.

Tucson has many attractions that draw families and children of all ages, including the "young at heart", such as the Reid Park Zoo, a 24-acre campus operated by the Reid Park Zoological Society via a partnership with the City of Tucson who owns the facilities. Proceeds from the Zoo Improvement Fund, approved by voters in 2017, are used to complete some basic maintenance projects around the Zoo, repairing sidewalks for guests, replacing the mesh and updating filtration systems in animal habitats, refurbishing guardrails, and adding more shade structures for the hundreds of animals housed in naturalistic exhibits like the Expedition Tanzania elephant exhibit. Other attractions within the City limits include the Children's Museum Tucson, the Tucson Botanical Gardens, Presidio San Agustín del Tucson Museum, Mission Gardens, and the Pima Air and Space Museum. Nationally known regional attractions include the Arizona Sonoran Desert Museum, Mt. Lemmon, Saguaro National Park featuring East and West districts, Biosphere 2, Old Tucson Studios, and the Kitt Peak National Observatory.

CITY ORGANIZATION

The City of Tucson has a council-manager form of government. The legislative body is comprised of the mayor and six council members who each represent a ward while the mayor is elected by voters independently of council. The legislative body establishes the policies for the City. The city manager is appointed by Mayor and Council and functions as the chief executive officer, carrying out these policies and managing the municipal organization. Plan Tucson, the City of Tucson

General & Sustainability Plan, includes Parks and Recreation as a key City priority, and the document identifies 12 key policies providing guidance.

The city manager oversees a City staff of approximately 4,500, with a total Fiscal Year 2020/2021 Operating and Capital Budget of \$1.7 billion, of which the General Fund budget comprises \$516.7 million.

THE PARKS AND RECREATION DEPARTMENT

Mission Statement – "To enrich our community through inclusive, innovative, fun programs, and safe, beautiful, sustainable places."

Tucson Parks and Recreation was established in November 1961 through the passage of a Charter amendment which combined the Recreation Division and the Parks Division from Public Works. Today, the City of Tucson Parks and Recreation department provides a variety of parks, recreation facilities, aquatics centers, and program experiences throughout the community. Programs are developed and maintained to the highest quality, ensuring a safe environment with exceptional service resulting in multi-generational customer satisfaction. Services demonstrate a positive economic investment through partnerships with other service providers, both public and private, ensuring a high quality of life for Tucsonans of all ages and abilities.

The department is responsible for the operation and maintenance of 130 parks, 19 recreation centers, 20 swimming pools, three tennis centers, three urban fishing lakes, nature trails, sports fields, splash pads, skate parks, dog parks, 2,500 acres of open space and undeveloped properties, special places and hundreds of programs, including large special events that are offered throughout the year. The department also manages contracts for the operation of the nationally accredited Reid Park Zoo, five City-owned public golf courses, and the region's largest convention and event space, the Tucson Convention Center. The Tucson Parks and Recreation department has made a conscious effort to conserve and support Tucson's heritage and history that is featured in certain parks and special places that showcase local history and culture.

In November 2018, City of Tucson voters approved Proposition 407, a \$225 million bond package to improve park amenities and connections throughout the entire city. Parks projects include improvements at 100 of our city's 130 parks and focus on existing facilities and amenities, while adding new amenities to meet the changing recreational needs of the community and three new parks. Projects include improvements to pools and splash pads, sports fields and courts, playgrounds, and more. Bond funds will also improve connections with greenways, shared-use paths, pedestrian safety features, sidewalks, and bicycle lanes. The bond package will generate \$225 million over nine years, 2020-2028, from the sale of General Obligation bonds. A bond oversight commission oversees funding and monitors the progress of projects. The Parks + Connections Program as it is referred will be implemented in three phases: 2019-2022, 2023-2025, 2026-2028.

Up-to-date information about the Parks + Connections Program and individual projects is posted on the Tucson Delivers: Parks + Connections website.

For additional information, please see the department website: www.tucsonaz.gov/parks

THE POSITION

The Parks and Recreation director is responsible for managing the Department with a proposed budget for Fiscal Year 2020/2021 of \$37.2 million. This includes delivery of capital improvement projects authorized under the 2018 voter approved "Prop 407" Bond program, which funds major investments in Tucson's parks, recreation centers, aquatic centers, and community trails. The director is responsible for planning, organizing, and coordinating all programs, functions and activities of the Parks and Recreation department to fulfill parks and recreation facilities and program requirements of the community and the Mayor and Council's policy direction.

OVERVIEW OF THE PARKS AND RECREATION DIRECTOR'S RESPONSIBILITIES

The director of Parks and Recreation is responsible for the leadership and management of the department in a manner that best serves the needs of the community. The director is appointed by the city manager and reports to an assistant city manager. The director provides leadership on an organization-wide and community basis to ensure that public services are provided in alignment with the policy direction from Mayor and Council and the City's strategic objectives. This includes evaluating personnel and program performance and preparing and administering the departmental budget. Department resources include 392 FTEs. The Parks and Recreation department FY 2020/2021 proposed budget is \$37.2 million with a capital budget of \$9.7 million, and labor and services budget of \$27.5 million.

Major work responsibilities for the Director of Parks and Recreation include:

- Plans, implements, directs and manages all functions and resources of the department to achieve the strategic objectives of the department and the City in an efficient and effective manner.
- Professional leadership and management of department resources.
- Serves as a member of the City's Executive Leadership Team to achieve citywide goals and coordinate cross-departmental activities.
- Implements the department's vision and leads the department for maximum employee productivity and morale through hiring, disciplining, evaluating employee performance, investigating and resolving grievances and other human resources actions.
- Develops and administers the departmental budget with staff assistance, while empowering supervisors across the department to take ownership of their business functions and execution of work.

- Administers, implements and evaluates department policies, procedures, projects, and programs.
- Analyzes organization and community needs, analyzes trends, and reviews statistics and opportunities.
- Develops strategic partnerships and contacts with community representatives, external agencies, and other entities in pursuit of solutions to relevant issues facing our community and to act as a representative of the City.
- Ensures that department operations conform with local, state, and federal governmental regulations, worker safety and other applicable rules and requirements.
- Maintains professional knowledge through such means as attending seminars, reviewing professional publications, and participating in professional organizations.
- Coordinates Parks and Recreation activities with community and business organizations and local governments, Pima County, State of Arizona, and Federal departments and agencies.

IDEAL CANDIDATE

The ideal candidate is a creative and service-oriented professional who has outstanding leadership and the desire to drive innovation and continuous process improvement. Strong candidates will have demonstrated success as a highly effective professional who has the knowledge and experience to adapt to the evolving health, wellness and recreation needs of the citizens of the City of Tucson. The best-qualified candidates understand that parks and recreation programming and services are integral and essential to quality of life in an urban setting. The ideal candidate can balance services and resources in ways that reflect social equity and support the diversity of Tucson's neighborhoods and residents. The ideal candidate has strategic clarity on how parks and recreation are critical to a sustainable approach that strengthens the health, safety, economic vibrancy and natural environment of the City of Tucson and its Sonoran Desert setting.

The City seeks candidates who are progressive, proactive, forward thinking and prepared to embrace all aspects of Tucson's culture and heritage. Candidates must demonstrate they have the desire to be visibly present and support the many festivals and special events at City facilities where one can experience the food, music, art, and outdoor activities that make Tucson's quality of life a key community asset.

The ideal candidate will be straightforward, demonstrating the highest levels of integrity, yet passionate and always professional in attitude and action. A blend of technical and interpersonal skills is necessary to ensure optimal customer experiences, sound management of human resources, and a proper stewardship of public resources. To be a good fit in this organization, the ideal candidate must be highly collaborative with peers and colleagues and capable of developing partnerships with private and public entities.

The director has regular interaction with local elected officials and makes presentations to the Mayor and Council, therefore, strong presentation skills and political acumen are essential ingredients for this position. Additionally, the ideal candidate should have a macro-perspective that allows them to understand the importance of the director's role in the City government and the Tucson community.





QUALIFICATIONS

Specific education and experience requirements are as follows:

- A bachelor's degree in a relevant field, however, a master's degree is preferred, and at least seven years of experience in parks and recreation administration, at least five of which have been in a supervisory capacity in a related functional area.
- Certification as a Certified Parks and Recreation Professional (CPRP) as granted by the National Recreation and Park Association (NRPA) is highly desired.
- Additional traits and competencies that the ideal candidate will possess:
- Visionary leadership demonstrating a high level of initiative, resourcefulness, and problem-solving skills.
- Excellent listening skills and ability to engage effectively with diverse stakeholders.
- Strong customer service focus with the ability to develop strategic solutions to problems.
- Ability to employ razor-sharp focus on doing what is right for the community.
- Cultivates an affirming and inclusive approach to park and recreation policies and practices.
- Ability to develop and strengthen new and existing community partnerships.
- Exhibits organizational savvy that is improvement-driven and process-oriented.
- Clear and concise communication skills both verbally and in writing.
- Genuine concern for employees' well-being, hiring, training, empowerment, and staff development.
- Skills to maximize employee productivity, personal growth, and morale.
- A genuine team player who demonstrates ability to work with an already cohesive team to resolve issues and exceed customer expectations.
- Exhibits business savvy that is improvement-driven and process-oriented.
- Collaborate with the Business Services Department team to expertly manage and support the department.
- Regularly and consistently assess operational needs and available resources to prioritize the work performed by City staff supplemented by vendor services when appropriate.
- Experience implementing technology, especially as it relates to asset management.

COMPENSATION AND BENEFITS

The salary range for the director of Parks and Recreation is negotiable. Actual salary will depend on the experience and qualifications of the successful candidate. The City of Tucson offers an attractive benefit package which includes:

- Participation in the Tucson Supplemental Retirement System (defined benefit pension plan)
- Vacation and sick leave program
- Medical, dental, and vision programs
- Long-term and short-term disability insurance plans
- Life insurance of \$50,000 with additional coverage available at employee expense
- Voluntary participation in the City's Section 457 deferred compensation plan (Empower Retirement)
- Vehicle allowance or use of city vehicle plus city related travel expenses
- Professional development and training opportunities
- Medical and dependent care flexible spending accounts
- Employee assistance program
- Relocation assistance

*** In accordance with City Code, the selected candidate will be required to establish residency within the City of Tucson city limits.**

APPLICATION AND SELECTION PROCESS

The review of application material for this position will begin after **Monday, Sept. 14, 2020**. To be considered, please submit your cover letter, resume, and six professional references (who will **not** be contacted in the early stages of the recruitment) to: <https://executivesearch.cpshr.us/JobDetail?ID=1679>.

For additional information about this position please contact:

CPS HR CONSULTING

KYLIE WILSON
CPS HR Consulting
Email: kwilson@cpshr.us
Website: www.cpshr.us

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which the most qualified candidates will be referred for further consideration. Media checks will be performed on all screened candidates, and a comprehensive reference and background check will be performed on final candidates.

*The City of Tucson is an equal opportunity employer
that is both child and family friendly, as well as a drug and alcohol-free workplace.
Diverse candidates are strongly encouraged to apply.*