

Recruitment Announcement

Recreation Manager



The City of Peoria provides excellent municipal services by anticipating community needs, creating partnerships, promoting sustainability and embracing diversity.

peoriaaz.gov



POSITION

RECREATION MANAGER

THE DEPARTMENT

The CAPRA Accredited Peoria Community Services Department provides residents and visitors alike with various recreational opportunities, including an array of leisure programs, city special events, neighborhood and community parks, open space and trails, year-round activities at the Peoria Sports Complex, two full-service Libraries, and unique arts and cultural experiences. The operation and management of these areas are fulfilled by four operations divisions with an administrative support section: Recreation, Parks, Library and the Sports Facilities Divisions. The Council-adopted Community Services Master Plan outlines these responsibilities, the strategic direction for the department, as well as areas of focus for future growth. The Community Services Department also serves as liaison to multiple Boards and Commissions that advise City Council in several key areas: the Youth Advisory Board, the Parks and Recreation Board, the Library Board, the Veterans' Board and the Arts Commission.

The Recreation Division is responsible for providing programs that offer unique experiences to residents and visitors. Programs target all ages and are located in parks, schools and public and private facilities throughout the city. The division is responsible for daily operations of the Peoria Community Center, Woman's Club, Sunrise Family Center, three pools and the Rio Vista Recreation Center. Also, the division oversees planning and implementation of city-managed (and other) special events throughout the year. Program areas in the Recreation Division include: Aquatics, Outdoor Programs, Before and After School Program (AM/PM), Little Learners Preschool, Summer Recreation, Summer Camp, Special Interest Classes, Youth and Adult Sports, Teen Programs, Active Adult Programs, Adaptive Recreation and Adult Day Programs.

THE POSITION

The Recreation Manager reports to the Community Services Director. The position manages and oversees the City's Recreation Division through oversight of daily operations, budget administration, establishing short and long range strategic plans, development and implementation of program goals and objectives, managing the scheduling of park and school facilities, providing complex staff assistance to the department director, assisting in the design and construction of parks and recreation facilities, leading activities to generate



revenue and more. When needed, the Recreation Manager performs the role of the department director. The Recreation Manager works with 5 direct reports to supervise, coordinate and evaluate 48 benefitted staff, and over 650 part-time non-benefitted seasonal staff.

The Recreation Manager is also responsible for operations and maintenance of all recreation facilities, which includes 3 outdoor pools, a 26,000 square foot Community Center, a 51,000 square foot Recreation Center, 5,000 square foot Woman's Club and a 5,000 square foot Sunrise Family Center, attached to one of the City's pools. Oversight of reservations for park ramadas and organized league and tournament play, for both City and outside users in City parks, is under the purview of this manager. This position also acts as a liaison between the City, local school districts, various state and local government agencies, and manages PLAY Peoria, Inc., a non-profit foundation board.

THE IDEAL CANDIDATE

The City of Peoria is seeking a Recreation Manager who will operate in an open, approachable and collaborative manner. The ideal candidate will have demonstrated a combination of skills,

characteristics, intelligence, experience and progressively increasing level of responsibility in the field of recreation programs and facilities that indicates his/her potential to effectively manage the Recreation Division of the Community Services Department. The candidate will also be able to develop cooperative associations, use resources to continuously improve on customer satisfaction, mentor and inspire professional staff, build positive relationships with other management staff, communicate clearly and proactively, make decisions and ensure effective outcomes. This position requires an individual who is articulate and direct, grounded but forward thinking, and strong and passionate about providing quality recreation programs for residents and participants.

The Recreation Manager will interact with the public, the City Council, City Leadership, the media and others in a professional and effective manner. He/she will understand the values of technology in municipal settings and have the skills to support that understanding. Candidates for this position will be strategic thinkers with the ability to bring the Community Services Department and the Recreation Division to the next level of customer service and satisfaction.

Candidates for this position will be expected to possess excellent written and oral communication skills, with the ability to skillfully manage public finances, budgeting, accounting and reporting, for all assigned programs.

EXPERIENCE AND EDUCATION

Although a typical candidate will possess a Bachelor's Degree with major coursework in recreation, physical education, business, public administration or a closely related field, a Masters Degree and professional certification are preferred. Candidates will have at least five years of administrative and/or supervisory experience in recreation programs, with experience in a municipal setting preferred. Individuals with experience at an assistant manager or supervisor level are encouraged to apply if the level of responsibility is similar in size and scope to that outlined above. For more information, please visit the current job posting at www.peoriaaz.gov/rocs.

COMPENSATION

This position is covered under the Manager salary plan; annual salary of the selected candidate is open and dependent on qualifications. The City offers an excellent benefits package that includes a mandatory employee and employer 401(a) contribution program and a voluntary ICMA 457 deferred compensation program, as well as participation in a state retirement system. The City pays a substantial portion of premiums for a choice of medical plans, vision, dental, short-term disability protection, and life insurance.

SALARY

Range: \$84,197 - \$124,398 annually
Anticipated Hiring Range: \$84,197 - \$104,298 annually

TO APPLY

If you are interested in this outstanding opportunity, please visit our website at www.peoriaaz.gov/rocs to apply online.

This position will be opened until filled. The first review of applications will be on June 15, 2015 and every two weeks after.

PEORIA, ARIZONA

THE COMMUNITY

Peoria, Arizona is a fast-growing city in the Phoenix metropolitan area, covering more than 176 square miles and home to more than 160,000 residents. It is Arizona's 4th largest city in terms of incorporated area and 9th largest city in terms of population. During the past decade, Peoria has nearly doubled in population, and is projected for 450,000 residents at build-out.

There are many reasons why Peoria is one of Arizona's most desirable destinations. Whether it's year-round fun at the Peoria Sports Complex (voted the "Best Place in Phoenix to Be Entertained"), touching the stars at the Challenger Space Center (a Smithsonian affiliate), or skimming the waves at Lake Pleasant Regional Park; Peoria offers something for all. Of course, Peoria is not just a place to have fun - it is also a great place to live.

Peoria's community amenities include numerous neighborhood parks, swimming pools, libraries, golf courses, and the award-winning Rio Vista Community Park, which spans 52 acres. The newest addition to the community park offering, Pioneer Park, affords residents and visitors the opportunity to explore 85 acres, visit the dog park, fish, grill, play in the splash grounds or watch baseball leagues under the lights. The newly renovated Peoria Sports Complex, with its 13,000-seat stadium, new social areas and expanded amenities, serves as the Spring Training home to the Seattle Mariners and San Diego Padres. Peoria takes pride in its local school system, which is one of the best in Arizona. Cultural activities including symphony, theaters, art galleries and museums

are found throughout the Valley. Peoria is home to Arizona Broadway Theater, the Peoria Center for the Performing Arts, and Theaterworks Community Theater. The P83 Entertainment District, currently in the design phase, will offer a destination shopping and dining experience.

A National Citizen Survey, conducted in 2013, indicated just how great the services provided by the City of Peoria have been received by residents. In all areas, public trust in Peoria was rated "much above" benchmark populations. In addition, recreation programs or classes were rated excellent or good by 47% of respondents, while recreation centers or facilities were rated excellent or good by 58%. As for living in Peoria, 54% of those surveyed indicated they would be very likely to recommend it to someone who asked and 63% would be very likely to remain in Peoria for the next five years. (Review the survey results on our website at www.peoriaaz.gov/citizensurvey.)

One reason Peoria stands out is the people who provide municipal services. City of Peoria staff share a commitment to providing outstanding services for the community. The knowledge, responsiveness and overall impression of City of Peoria employees also scored "much above" comparable populations, in the aforementioned National Citizen Survey. These values are reflected in the City's internationally accredited and award-winning departments – all national accreditations have been earned by the City of Peoria. The end result for Peoria residents is a quality of life that is second-to-none.



City of Peoria

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