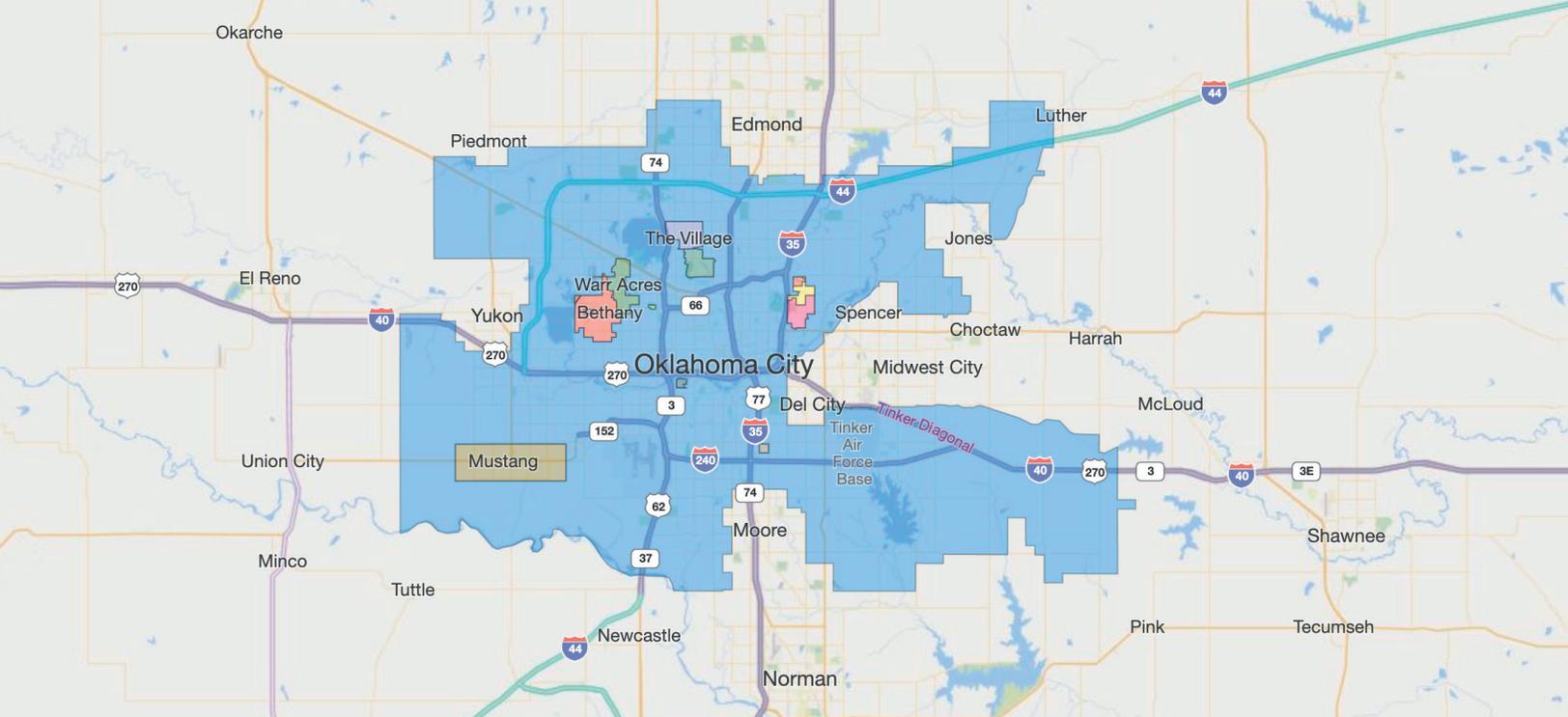


# OKC



Assistant Parks and Recreation Director  
[governmentjobs.com/careers/oklahomacity](http://governmentjobs.com/careers/oklahomacity)





## » Oklahoma City

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. The City of Oklahoma City serves approximately 670,000 residents in a four (4) county, 621 square mile area.

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.



## Departments

Twenty-two (22) departments provide a wide array of municipal services and programs:

- Airports
- City Auditor's Office
- City Clerk's Office
- City Council Office
- City Manager's Office
- Development Services
- Finance
- Fire
- General Services
- Human Resources
- Information Technology
- MAPS
- Municipal Counselor's Office
- Municipal Court
- Office of the Mayor
- Parks and Recreation
- Planning
- Police
- Public Information & Marketing
- Public Transportation & Parking
- Public Works
- Utilities





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 new 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



National Cowboy and Western Heritage Museum, the Oklahoma City Museum of Art, the Oklahoma City National Memorial, the Oklahoma History Center and the 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 estimated cost for all of these projects is \$777 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 will provide 85 acres of park space, with walking trails, interpretive art, and serve 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 27 months was \$255,873,607 and to date with interest the board has allocated \$258 million 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. MAPS 4 appropriates \$63 million to improve all neighborhood and community parks in the city, supported by a \$16.5 million operating fund for ongoing maintenance of these improvements. In addition, MAPS 4 includes \$60.5 million for other parks-related projects, \$55 million for sidewalks, bike lanes and trails, and \$25 million for community beautification projects. 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.

The Parks and Recreation Department has recently completed a tree inventory, a comprehensive review of all athletic facilities, a comprehensive review of golf operations, and is in the process of conducting a comprehensive study of all recreation facilities, programs, and fees. It recently accomplished an update to the Parks Master Plan.



## Vision, Mission and Core Values

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.



## ➤ The Position

The Assistant Parks and Recreation Director reports to the Parks and Recreation Director. The Assistant Parks and Recreation Director assists in the overall management, administration and coordination of activities of the Parks and Recreation Department which has 165 full-time employees and an annual departmental operating budget of \$36,052,475. The Assistant Parks and Recreation Director has assigned responsibility for the Grounds Management, Natural Resources, and Recreation, Health and Wellness Divisions of the department.

The Parks and Recreation 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.

The Parks and Recreation Department manages and oversees over 170 parks, 90 miles of multi-use trails, thirteen community centers, two family aquatic centers, two community pools, a state sanctioned soccer club, fish hatchery, two botanical gardens, and a nature park. Several new facilities are under construction including a new multi-generation recreation center, a new golf course clubhouse, an additional eight miles of multi-use trails, and a new senior health and wellness facility.

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



**The Administration Division** provides park planning and construction management, budget and human resource management, administrative support and reporting services to department employees and City leaders, including five commissions and trusts.

**The Grounds Management Division includes six programs:**

- The Equipment Repair Program provides equipment repair and maintenance services for Parks and Recreation Department personnel.
- The Grounds Maintenance Program provides turf management and amenity maintenance services for City parks, trails, medians, and public rights-of way.
- The Park Events Program plans for and facilitates the use of public parks and facilities for public and private events and encourages partnerships that benefit the park system and community.
- The Parks 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 and maintains 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.
- The Martin Park Nature Center Program provides a variety of nature experiences, environmental education programs and recreational services.
- 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 who wish to 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 Program provides wellness and educational aquatic opportunities to the public using the indoor and outdoor swimming pools and spray grounds.
- The Athletic, Health and Wellness Program provides quality activities to the public through sports and city-wide wellness programs.
- The General Recreation Program provides a vast array of health, wellness and recreational services to the public including after school programs, camps, performing arts and senior 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 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, creative thinker, problem-solver, partnership builder, and someone who possesses exceptional analytical, organizational, interpersonal and communication skills.

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

- Bachelor's degree in Public Administration, Parks and Recreation, Business, Finance, or a related field.
- Minimum of five (5) years' progressively increasing management responsibility in public sector management of parks, public events, performing arts and/or recreational services with an organization of similar size or complexity as the City of Oklahoma City.
- Knowledge of and skill in applying leadership principles and techniques.
- Skill in supervising and coordinating activities of professional, technical, and clerical staff.
- Skill in evaluating work performance and accomplishments.
- Skill in verbal and written communication.
- Skill in critically assessing and organizing a wide variety of information.
- Ability to establish and maintain effective working relationships with employees, municipal officials, outside agencies, and the public.
- Ability to plan, design, implement, and evaluate current systems and systems improvements.
- Ability to develop strategic and long-range plans and evaluate work accomplishments.
- Willingness to assume responsibility for work performed and decisions made.
- Possession of valid driver license (Operator).

### **Preferred Qualifications:**

- Knowledge and experience in union/management relations.
- Experience applying for and managing grants.
- Experience in contract and purchasing.
- Experience in fleet and facility maintenance.
- Certified Parks and Recreation Professional.



## »» 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) by the first review date of (DATE). 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: (LINK)

For additional information about this position, please contact:

Kylie Wilson (916) 471-3325  
kwilson@cpsr.us  
www.cpsr.us

### AN EQUAL OPPORTUNITY EMPLOYER

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. 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.

## Working Conditions and Physical Requirements

This is an FLSA exempt position. Work is performed inside most of the time with frequent local travel required and occasional out-of-town travel for seminars, conferences, etc. This position is occasionally required to work beyond normal working hours.

Physical requirements include speech and hearing enough to make presentations and communicate by telephone or in person; near vision enough to read reports/documents and computer screens; and arm-hand steadiness and manual finger dexterity enough to write and type on a keyboard.

## Compensation and Benefits

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

- Flexible schedules
- Telework
- 96 hours of vacation leave per year
- 130 hours of sick leave per year
- 10 regular holidays per year
- Employer paid parking or EMBARK bus pass for eligible employees working at the downtown campus
- Retirement plan
- Credit union with full banking services
- Employee medical center for employee and covered dependents
- Tuition reimbursement
- Employee assistance program
- Life, health, dental and vision insurance options
- Disability plan