



Accepting Applications for:
PARKS, TRAILS & RECREATION MANAGER

\$72,083 – 94,920 Annual Salary

Plus Excellent Benefits

FIRST APPLICATION REVIEW: January 31, 2022

THE RIDGEFIELD COMMUNITY

The Ridgefield Community is comprised of newcomers excited about making this nature filled place their new home, and long-time residents who continue to revel in Ridgefield's picturesque surroundings, family-friendly neighborhoods and parks, and a strong sense of community.

Located in northern Clark County approximately 10 miles north of Vancouver, WA and 14 miles north of Portland, OR, Ridgefield is a rapidly growing community - the fastest growing in Washington State. The City encompasses nearly seven square miles, has a population of approximately 11,500, and 127 acres of public parks and recreation facilities distributed among 29 sites. Ridgefield is great place to live, work, play and learn with rolling hills, the picturesque Ridgefield National Wildlife Refuge, a historic downtown, arts quarter and welcoming small town feel. And, the area offers an outstanding quality of life with affordable housing, excellent schools, extraordinary outdoor recreation opportunities, a rich history, a mild climate, wineries, unique shopping, restaurants, and much more.

In a recent community survey, residents placed high importance on parks and trails in Ridgefield. Nearly 80% of residents indicated that parks are essential to their quality of life and almost 60% would like to see additional interconnected, multi-use trails.

THE POSITION

This is a challenging and rewarding career opportunity for an experienced Parks and Recreation management professional who would like to make a difference in an active community that takes pride in its parks, open spaces and natural beauty.

The Parks, Trails, and Recreation Manager reports to the Public Works Director. They assume full leadership, supervisory and management responsibility for Ridgefield parks and recreation programs. This position has relative independence and latitude for exercising sound judgment, taking high-level initiative in performing complex tasks that require a leader who is knowledgeable in current practices and trends related to park and recreation program management, budget planning and grant administration, parks planning, parks property management and community development permitting processes.

The City's growth and mission of the Public Works Department will create varied and interesting tasks in the following areas:

1. **Planning and Development:** Assists in the creation and implementation of a coordinated vision for parks, trails and recreation based on community outreach efforts. Takes responsibility for recreational resource planning for current and future parks, trails and recreation facilities. Collects and analyzes information related to the parks, recreation, trails and open space needs of the City and develops recommendations for modifications or revisions to the Parks, Recreation and Open Space Comprehensive Plan.

2. Project Management: Plans, organizes, and manages a variety of parks planning and capital development projects concurrently and establish priorities to maintain project schedules. Ensures effective completion of projects in compliance with budgetary, regulatory and schedule guidelines. Conducts feasibility studies and cost estimates, assesses environmental impacts, and secures project permits. Assists in the selection and management of consultants for capital improvement projects and parks land acquisition processes.
3. Parks and Trails Property Operations and Management: Works with Public Works Operations on maintenance and repair needs and prioritization. Manages parks leases, agreements, scheduling and the special event permitting process.
4. Budgeting and Grant Administration: Assists with seeking funding sources and submitting grant applications for the development of city parks, structures and associated programs. Works with consultants and the Finance Department to implement and manage parks project grants.
5. Collaboration and Community Outreach: Coordinates and participates in public processes and visioning efforts and provides presentations, information and reports to elected officials, managers, committees, boards, commissions, and the public.

This is a highly visible position that must maintain a high level of customer service to other City departments and to the public. The new Parks, Trails and Recreation Manager will need to effectively communicate with department heads, elected officials, residents and other agencies regarding parks and trail planning and development. The City depends on the this position to provide professional oversight and progressive leadership in all parks, trails and recreation programs.

IDEAL CANDIDATE

The City is seeking a community minded manager who is a strong and experienced forward thinker and can lead parks planning development through a period of rapid growth.

The ideal candidate will:

- Be a confident leader with excellent interpersonal skills who has a track record of building consensus and cooperation based on an environment of trust and integrity.
- Possess a flexible “can-do” attitude focused on high levels of customer service and a willingness and ability to pitch in and help when needed to get any job done.
- Have the ability to look at the big picture and to understand and address the current and future parks, trails and recreation development needs for the City as a whole.
- Be able to organize and effectively express ideas through oral and written communications to a wide variety of audiences, such as City Council, staff, residents, community groups and other City boards and committees.
- Have proven experience and knowledge of current principles, practices, issues, trends, regulations and techniques related to park and recreation program management, budget planning and grant management, park planning, parks property management and conducting critical analyses of proposed park projects to make effective recommendations.
- Have the proven ability to effectively manage a diverse set of job responsibilities.

Competitive candidates should have:

1. Education: Bachelor’s Degree with major coursework in Parks and Recreation, Public Administration or a related field.
2. Experience: Three years of increasingly responsible experience in the field of parks and recreation.

3. Certifications/Licenses:

- Valid Washington State driver's license with a driving record free from serious or frequent violations.
- Accreditation in the National Recreation and Park Association or a state affiliate as a Parks and Recreation Professional is preferred.

Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered.

Individuals are expected to work in a manner consistent with the City of Ridgefield's Team Philosophy; work and act as a team player in all interactions with other City employees; provide a high level of customer service at all times; project and maintain a positive image with those contacted in the course of work; develop and maintain collaborative and respectful working relationships with team members and others; and, consistently provide quality service.

COMPENSATION AND BENEFITS

The salary range for the position is \$72,083 – 94,920 annually; and the starting salary is dependent upon experience and qualifications. The City of Ridgefield offers a comprehensive benefits package which includes family and domestic partner health benefits such as medical, dental and vision. Coverage is provided through Regence Blue Cross Blue Shield or Kaiser. Other benefits include an Employee Assistance Program, long-term disability, paid holidays, tuition reimbursement, career development training, vacation and sick leave. Retirement benefits are provided through Washington State Retirement System.

HOW TO APPLY

An application, resume and cover letter are required. Your cover letter should be no more than three pages and should include the following information:

1. Your qualifications related to the position with a focus on your parks, trails and recreation career to date,
2. Strengths and challenges in the position, and
3. Your interest in working for the City of Ridgefield.

The Application for Employment with an attached cover letter and resume can be submitted on-line at: <https://ridgefieldwa.us/government/job-opportunities>.

Finalists will be invited to recruitment activities scheduled to take place in Ridgefield. References will be contacted only following candidate approval. The final candidate will be required to successfully complete a background investigation.

More information about the Public Works Department and job opportunities are available on the City's website at www.ridgefieldwa.us or by calling Human Resources at 360-887-3557.

The City of Ridgefield is an equal opportunity employer committed to attracting and retaining a diverse mix of talented people who want to come, grow, and do their best work here. Together, we strive to create and maintain a working environment that is inclusive, equitable, welcoming and that provides the best possible services for our community.

This announcement is meant only as a general descriptive recruitment guide. It does not constitute either an expressed or implied contract and is not a complete description of the job.