

## **Parks and Recreation Director Carroll, Iowa**

Carroll, population 9,904 is seeking a motivated, creative and visionary leader to be the next Parks and Recreation Director. Carroll is a small community located in west central Iowa, approximately an hour and a half northwest of Des Moines. Carroll is a full service community and commercial hub for the region. It has the advantage of all the resources of major metropolitan areas while living and working in this progressive, growing community. The Parks and Recreation Director manages a total of 13 full-time employees and approximately 107 part-time/seasonal staff. The annual operating budget is approximately \$2.5 Million. To learn more about Carroll and the position profile, visit their website <https://www.cityofcarroll.com/employment>.

The successful candidate will have experience with leading people, budgeting, financial management, strategic planning, and be ethical, creative, responsive and a teambuilder. The next Parks and Recreation Director shall be a skilled communicator with elected officials, staff and the public.

### **Education**

- Coursework in public administration, parks and recreation management, sports management, leisure services, political science, business management or administration, event center management or related field.
- Bachelor's degree preferred.

### **Experience**

- Three (3) years of increasingly responsible experience managing municipal government operations or comparable organizations; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### **Salary and benefits**

- \$64,866.52 to \$85,350.69 annually, depending upon qualifications.
- Holidays (10.5), Vacation & Medical Leave
- Health and Life Insurance.
- IPERS Retirement.

### **Car Allowance**

- A vehicle allowance is provided.
- Must obtain valid Iowa Driver's License.

### **Residency**

- Residency within Carroll County or a contiguous county is required within six months of employment, unless an extension is necessary and agreed upon by the parties.

### **Additional Information**

Confidential materials such as a cover letter, resume, salary history, and five (5) professional references should be sent to:

Elizabeth Hansen, Midwest Municipal Consulting LLC

[ehansen.mmc@gmail.com](mailto:ehansen.mmc@gmail.com)

515-391-9816

Applications will be accepted until the position is filled with the first review on **August 6, 2021**.





# Parks and Recreation Director

## Position Profile



The City of Carroll is looking for an inspiring, collaborative, and innovative leader with a proven ability to effectively direct, plan and administer the Parks and Recreation Department. With a system of 13 parks, 4 miles of trails, numerous special use facilities and natural open space, an effective leader will help establish, advance and implement the vision and the goals of the department.

### About Carroll

- Carroll is the 43<sup>rd</sup> largest city in the state of Iowa, located in Carroll County with an approximate population of 9,904 and covers 5.73 square miles.
- The city's proximity to Sioux City, Iowa, Omaha, Nebraska and Des Moines, Iowa metropolitan areas is approximately an hour and forty-five minute drive.
- Neighboring cities include Jefferson and Denison.
- Carroll is unique because it serves as the commercial hub for the region. Carroll enjoys quality recreational options, such as parks, a lake, trails, and indoor and outdoor swimming pools. The business community is diversified, not dependent upon any one economic sector, and employees are skilled and educated workers.
- Carroll has been recognized by USA Today as one of America's 50 best cities to live for low crime, low unemployment, and great recreational opportunities.
- Carroll has housing stock that ranges from a starter home to the million-dollar mansion.



### Team Carroll

The city is made up of six departments, that include Administration, Fire, Police, Public Works, Library, and Parks and Recreation. Our employees believe in customer service excellence and the values of Inclusion, Partnership, Accountability and Learning. From the City Manager to our teen recreational workers, we work hard to live our vision of an attractive, inviting and dynamic place to live, work and play. The sense of community pride and commitment is strongly shared among the city staff and business community. That sense of community is built upon a shared vision.





## Governance and the Organization

Carroll has been a municipal corporation since 1869 and adopted the Home Rule Charter. The city operates under a Mayor-Council with appointed Manager form of government and elects a six-member council as its legislative and governing body. The mayor and two councilmembers are elected at-large, and one council member is elected to each of the four wards. The council hires the city manager, police chief and city clerk and appoints boards and commission members.

The Mayor is elected every two years and the six City Council members serve four year overlapping terms. The Mayor does not vote. The Council meets in regular session on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month at 5:15 PM in the Council Chamber at 627 N. Adams Street.

The city manager implements council policies and hires the six department directors to oversee department operations. The city employs approximately 61 regular and 105 permanent part-time personnel and also employs approximately 40 seasonal employees.



### Parks and Recreation Department Structure

The Parks and Recreation Department is comprised of two divisions: Parks and Open Space, including the Golf Course and Cemetery and Recreation Services, including the Recreation Center, Leisure Services and Aquatic Center.

**Parks and Open Space Division** – includes parks planning, design and development; preservation and management of natural resources and the administration of recreational facilities comprised of 13 parks/complexes, an 18 hole golf course, and a 38 acre municipal cemetery. The planning and investment of the parks and special use facilities are guided by various Park Plans. Historic Merchants Park is hosting this year's 1A and 2A Iowa High School Baseball Tournament.

**The Recreation Services Division** – includes recreation program planning, development, implementation and evaluation of over 20 programs serving over 2,500 participants annually. Services range from pre-school, youth and adult sports, arts, fitness, seniors, day camps, aquatics, special events, and much more. We pride ourselves in providing opportunities that are relevant to all ages, cultures and abilities. The Carroll Recreation Center is under the Recreation Services Division and serves over 100,000 recreation visitors annually. The theater attracts thousands annually to the Recreation Center as it hosts a number of community events from local groups All Strings Attached, Carroll Community Theater, local dance recitals and other community events.



## Parks and Recreation Department Budget

The Parks and Recreation Director is responsible for the oversight and management of the department's budgets. \$2,500,000 is the annual budget that covers minor capital equipment with an additional \$500,000 annual capital budget funds from Local Option Sales Tax and Hotel/Motel Revenues. The \$7,710,000 Recreation Center Renovation Project, that is anticipated to begin construction in the Spring of 2022, will come from Local Options Sales Tax (L.O.S.T.) funds and a General Obligation (G.O.) Bond.



### Parks

The parks system includes 13 sites on a total of 113 acres.

- Youth Sports Complex
- Veteran's Memorial Park
- Thomas Park
- Northwest Park
- Minchen Park
- Northeast Park
- Graham Park
- Maple Park
- Third Street Park
- Southside Park
- Rolling Hills Park
- Adult Softball Fields
- Merchants Park Stadium



### Special Use Facilities

Cemetery – 38 acres

Municipal Golf Course – 18 hole course on a 141 acre site



Recreation Center – 59,000 square foot facility that includes an indoor swimming pool, whirlpool, sauna, gymnasium, exercise room with Cybex Weight Equipment, racquetball courts, tennis and basketball courts, arts and crafts room, and theater for performing arts. The annual visitors in 2018 was 99,789, 105,520 in 2019 and down to 66,494 in 2020 due to the pandemic.

Outdoor Aquatic Center – 11,260 square foot pool with a zero-depth entry, lap lanes, water slides, diving boards and basin, and a water play area with fountains.



Leisure Services Programs – the department offers the following sport league programs for:

- Youth: Spring/Fall Soccer, Blast Ball, T-Ball, Baseball, Softball, Flag Football, and Volleyball
- Adult: Co-Ed Volleyball and Slow-pitch softball

Sports Camps Offered – Tennis, Golf, Volleyball, and Soccer

Special Events and Other Activities – Youth Triathlon, Kids' Night Out, and Mermaid Party



## Leadership and Innovation Opportunities

The City of Carroll holds an annual goal setting work session. The next Parks and Recreation Director will participate in the process and will be expected to assist in the development of long-term strategies that will help the city address the current projects and priorities.

### Current Priorities

- ◆ Recreation Center Renovation Project - \$7,710,000 to add additional gym space, a raised walking track, and renovated locker rooms
- ◆ Develop a plan to make the Recreation Center more self-supporting
- ◆ Graham Park District Improvements
- ◆ Continue Trail Development



### Desired Capabilities

The City of Carroll seeks a motivated, creative and visionary leader to be the next Parks and Recreation Director. The ideal candidate will have an ability to see the big picture, be a strategic thinker, and able to keep an open mind to accept and evaluate new ideas and make decisions that are in the best interest of the City. He/She will need to be able to provide sound technical consultation and serve as a resource to the City Manager on department policies, services, department needs and programs.

The Parks and Recreation Director will need to evaluate and assess all the activities, programs and events of the department. He/She should create a long-term plan for all facilities, equipment and the maintenance thereof. Then it will be important to market, promote and evaluate them. Financial and budgeting experience will be helpful to assist in forecasting the needs in all divisions of the department. The Director's skills as a project manager are equally important. Being present, available and leading the construction processes is desired as the department works through a large renovation project.

The Parks and Recreation Director must have a management style that evolves toward greater employee involvement. There is often more than one way to get the job done and allowing employees and supervisors the latitude to make decisions on how to meet the objectives results in a higher level of job satisfaction and performance. Accepting input from those employees, along with recognition of quality job performance is a means to retaining quality people. Employees' involvement includes the employee understanding the importance of providing good and friendly service to the citizens. It also requires recognition of the value of cooperation with the needs of the business community. Contemporary leadership is a combination of being open to new ideas and cheerleading success.

The Parks and Recreation Director has the responsibility to create a team atmosphere. Each department becomes aware of the jobs of the other departments and should seek to identify a way to work cooperatively. It will be important to create the team atmosphere and know how to coach and mentor employees so they can be the best they can be.

The Parks and Recreation Director is an ambassador for the city. This means having an open door policy and offering information on a regular basis to maintain an acceptable level of transparency. Strong communication skills will be important. The Parks and Recreation Director shall collaborate and participate in meetings and community events.

Understand the "Quality of Place". Many of the department's amenities attract internal and external visitors. Taking pride and responsibility is critical.

#### Specific traits identified:

- Experienced in public sector operations
- Experienced managing people and HR matters
- Leadership for staff, Board and Council
- Clearly plans and programs
- Ability to lead strategic initiatives
- Accepts responsibility
- Recognize employee accomplishments
- Strong communication skills
- Project Manager and maintenance planning
- Building community and regional relationships through collaboration
- Team oriented, coach, mentor, trainer
- Accept/evaluate new ideas with open mind
- Multi-tasking is a strength
- Advocate for the objectives of the city
- Understands and appreciates all divisions
- Has an open door policy, transparency
- Decision maker (with input)
- Understand budgets and how to manage
- Long-term strategic planning
- Grant writer

### Education and Experience

It is preferred to hold a bachelor's degree with coursework in public administration, parks and recreation management, sports management, leisure services, political science, business management or administration, event center management or related field and a minimum of three (3) years of increasingly responsible experience managing municipal government operations or comparable organizations; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### Compensation and Benefits

The salary range is \$64,866.52 to \$85,350.69 annually, depending on qualifications and experience, IPERS retirement benefits, life, medical, 10.5 holidays plus paid time off, including, vacation and medical leave benefits. A vehicle allowance of \$200.00 per month is provided. There is also a 50% discount available for both single and family Recreation Center Membership. Residency within Carroll County or a contiguous county is required within six months of employment, unless an extension is necessary and agreed upon by the parties.

### How to Apply

Submit your cover letter, resume, salary history and five work related references by August 6, 2021 to Midwest Municipal Consulting, LLC. at [Ehansen.mmc@gmail.com](mailto:Ehansen.mmc@gmail.com). See full job description at <https://www.cityofcarroll.com/> For more information, please contact Elizabeth Hansen by calling 515-391-9816.

### Tentative Timeline

Applications will be accepted until  
Screening/Written and/or Phone Interviews  
Selection of Finalists  
Background Checks by  
Interviews  
Parks and Recreation Director Starts

August 6  
August 18  
August 23  
September 1  
September 9-10  
October



## **CITY OF CARROLL JOB DESCRIPTION**

<b>Name:</b>		<b>Department:</b>	Parks & Recreation
<b>Title:</b>	Parks and Recreational Director	<b>FLSA:</b>	Exempt
<b>Date:</b>		<b>Reports To:</b>	City Manager

### **PURPOSE OF POSITION**

The Parks and Recreational Director is responsible for performing a wide variety of activities related to the development and maintenance of park facilities, recreation center, sports complexes, swimming pool, golf course, cemetery and other related recreational facilities; manage, direct, supervise, and coordinate various recreation programs and special events for the Community including the maintenance of parks and related facilities; plan, direct, and supervise the work of full-/part-time staff and volunteers; manage the Department Budget; provide staff support to the City Council, City Boards, Commissions and Committees; facilitate use of all City and School District athletic resources to community sports organizations; Implements said programs and activities in all phases of the department within parameters set forth by local, state, and federal authorities; coordinate assigned activities with other City Departments, outside organizations, and the general public; provide highly-responsible and complex administrative support to the City Manager.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the City Manager.

Exercises direct supervision over Supervisory, Professional, Clerical, and part-time staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this position. They are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

Assumes management responsibility for all services and activities of the Parks and Recreation Department.

Assumes management responsibility for the maintenance of all parks and related facilities.

Establishes and maintains effective and collaborative work and employee relationships within the department, other departments of the City, other jurisdictions and agencies and the general public.

Coordinates, oversees, and develops long-term plans for all park facilities, equipment, and maintenance of all said facilities.

Promotes the programs and projects of the Parks and Recreation Department, works with the media, makes presentation to the City Council, Parks, Recreation, and Cultural Advisory Board, organizations, and the general public.

Plans, develops, coordinates, and implements recreation activities, seasonal activities, and special events throughout the parks system. Oversees seasonal activities of paid and volunteer recreation service personnel in various programs and facilities, swimming pool operations, leisure services, and related recreational programs for young adults, adults and senior citizens.

Recruits, interviews, recommends hiring, trains, evaluates and recommends salary for staff and volunteer employees.

Assigns work duties to staff; monitors work to assure proper completion; monitors job performance and provides guidance and assistance as required; works closely with staff when projects are in process and resolve problems as they occur.

Prepares and submits an annual departmental budget to the City Manager for the programs administered and controlled; prepares daily work schedules, payroll records and expenditure reports in accordance with established policy and procedures.

Sets agenda, organizes, prepares reports, and attends meetings of the Parks, Recreation, and Cultural Advisory Board; prepares departmental reports for City Council and other various Boards and Committees; attends city department head, council and related meetings to provide and obtain information which impacts agency activities.

Communicates, advises and discusses with the Parks, Recreation, and Cultural Advisory Board plans for programming, capital improvement projects, annual budget, purchase of capital equipment, and evaluation of existing programs and policies.

Conducts regular checks of all activities at program sites, facilities, and work sites to monitor staff and assist with problem resolution.

Reviews and responds individually or with designated staff to daily operational and maintenance requirements for effective program administration.

Maintains close contact with school officials, chamber, and community groups regarding program offerings and coordination of services.

Confers with various representatives within the community regarding the development and implementation of specific programs; assists in various civic activities designed to provide financial support for ongoing and/or new programs.

Purchases equipment and supplies necessary to operate various facilities subject to city policies.

Prepares and distributes department press releases, newsletters, and informational brochures, including publication of the bi-annual Activity Guide.

Prepares and submits Department annual reports.

Seeks and completes grant applications for various department projects.

#### **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

Graduation from a recognized four (4) year college or university with a degree or major course work in park, recreation or closely related administrative or professional curriculum or in place of a degree, 8+ years of relevant experience. Three (3) years of supervisory/administrative experience in the management of a parks/recreation program substituting completion of a Master's Degree in Parks/Recreation Administration for one (1) year of required supervisory/administrative experience.

#### **MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

##### **Physical Requirements**

Must be able to see and hear within normal limits with or without corrective devices. Occasionally required to perform basic physical movements and dexterity using fingers, hands, arms, feet and body torso in grasping objects, walking, driving, pushing, lifting and related activity.



## **Cognitive Demands**

Knowledge of the principles and practices used in the management and operation of park facilities and property including safety standards for playground and related equipment. Knowledge of State requirements relating to the operation of a municipal owned and maintained swimming pool. Knowledge of the principles and practices used in the promotion, development and implementation of specific recreational programs consistent with community interest and input. Knowledge of principles and practices relating to financial and human resource management, public administration, and public relations. Ability to develop a departmental budget and monitor and control expenditures. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure. Adaptability to accepting responsibility for the direction, control and planning of an activity.

## **Language Ability and Interpersonal Communication**

Requires the ability to communicate effectively with the staff and public in the resolution of problems, improvement of individual working skills and associated supervisory leadership functions. Requires the ability to communicate effectively with representatives from schools, businesses and community organizations in promotional, developmental and related program functions. Ability to develop and maintain effective working relationships with City officials, employees, volunteers and representatives from various civic groups in the community.

## **Environmental Adaptability**

Majority of time is spent in work tasks which do not pose significant environmental or occupational hazards which are potentially dangerous or likely to cause bodily injury. Teaching water safety skills to others does however require concentrated attention for prescribed periods.

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I have read this job description and understand the requirements of this job. I am able to perform all the essential duties and responsibilities as listed above. Also, all my questions have been answered related to this job description.

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Employee's Signature

Date

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Department Head

Date

The City of Carroll is an Equal Employment Opportunity Employer. In compliance with the American's with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.