



The City of Portland, Maine
is currently seeking applicants
for the position of
Director of Parks & Recreation
Applications will be accepted until
February 28, 2020

www.portlandmaine.gov/Jobs





THE COMMUNITY

Located in the scenic Northeast, the City of Portland is the population, financial, and cultural center of the State of Maine. With a population of 67,000 residents (evenings), 150,000 (daytime) Portland is perched on a peninsula that juts out onto an island-studded Casco Bay. Portland is a progressive, lively city incorporating the character of yesteryear into a modern urban environment. Historic architecture blends with new; a working waterfront borders cobblestone streets of the Old Port; and a vibrant arts district is pebbled with five-star gourmet restaurants.



Portland is truly the gem of New England, which is why it was named the #1 place in the country to raise children, the top green city of its size, and one of the ten great adventure towns by National Geographic. Even Frommer's Travel Guide agrees, naming Portland among the top twelve surprising, thriving and emerging world destinations. More than 2 million people visit the city annually.

Portland's miles of trails, parks, and beaches are



just a few reasons why people come to live and work in the city. The city offers world class events at Merrill Auditorium, an AA league professional

baseball team, a minor league hockey team,

NBA G-League basketball team, and year round entertainment. Within just a few miles of Portland's borders are ski resorts, lakes, mountains, and access to virtually any outdoor activity you can imagine.

Portland is home to the University of Southern Maine, the University of New England, the Muskie School of Public Policy and the University of Maine Law School. The Southern Maine Community College System is just a short drive across the Casco Bay Bridge.

Portland is a city of neighborhoods diverse in character and design, offering a broad spectrum of housing choices for residents from dense urban neighborhoods to island communities. While it is the largest city in Maine with a metro population of 230,000, Portland still maintains its small-town feel with a strong sense of community and neighborhood support.

THE CITY OF PORTLAND GOVERNMENT

The City of Portland operates under a Council-Manager form of government with a nine member City Council. Each of the city's five voting districts elects one Council member, with an elected Mayor and three at-large members elected by the entire city. The Mayor is elected for a four-year term and Councilors are elected for three-year staggered terms. The City Council provides community leadership and develops policies to guide the city by setting strategic goals, passing ordinances, adopting resolutions, and appointing the City Manager, Corporation Counsel and City Clerk.

The City Manager oversees the day-to-day operations of the City. He is the administrative



head of the City and is responsible to

the City Council for the administration of all departments including the Parks & Recreation Department. The City Manager prepares the annual budget and presents it to the City Council for approval.

The City of Portland is widely recognized as a well-managed, full-service municipality providing valued services to its residents. For fiscal year 2020, the City Council approved a budget of \$263 million with a total full-time equivalent of 1395 positions.

THE POSITION

The Director provides overall direction and leadership of the Parks & Recreation Department. As the Parks & Recreation Director, work involves responsibility for planning, organizing, setting objectives, formulating policy, and directing and evaluating the activities of the Department. The position requires seasoned judgment in the proper allocation of Department resources and involves extensive public contact.

Expectations of the position include:

As a member of the executive team, participates in the collective responsibility for the success of the entire city organization.

The Director of Parks & Recreation participates in the full range of supervisory and managerial activities with respect to the department, including, for example:

1. Overseeing and coordinating strategic planning efforts of the department.
2. Working with the department to create and monitor accomplishment of departmental goals.
3. Evaluating on an ongoing basis the department's attainment of agreed-upon goals.
4. Assuring that the department delivers high quality service within established budget parameters.
5. Assuring that the department effectively analyzes and manages their financial performance.

6. Managing the department's personnel, including:

- Evaluating performance
- Rewarding positive performance and remediating poor performance
- Training and developing people
- Creating and fostering a culture that values innovation and best practices
- Creating a culture of accountability
- Creating and promoting a culture of customer service
- Creating a diverse and multiculturally competent workforce

7. Sharing, with other Department Directors, liaison responsibility with the City Council and Council committees.

8. Assuring interdepartmental cooperation and collaboration.

Serves as Project Manager on important City initiatives under the Parks & Recreation Department as assigned by the City Manager.

Prepares reports and recommendations as directed by the City Manager.

Reviews and prepares items for City Council agendas and workshops.

Responds to complaints and requests for service submitted by City Council and residents.

Assists in preparation of the City Manager's proposed budget and capital improvement program to City Council.

Represents the City of Portland and City Manager in all areas related to the Parks & Recreation Department.

Performs other duties and special projects as assigned.

MINIMUM QUALIFICATIONS

Graduation from a four-year college or university with a degree in Parks and Recreation or Public Administration, or any equivalent combination of experience and training which

provides the following knowledge, skills, and abilities:

Minimum of ten (10) years of progressively more responsible work experience in the areas of municipal parks and recreation, or other closely related field, including at least five (5) years in a senior management role.

Significant leadership experience that includes working knowledge of modern principles of park planning and design.

Extensive working knowledge of modern principles and methods for developing and implementing a wide variety of recreation, social, and leisure activities for children and adults.

Considerable knowledge of the city, state and federal laws governing municipal government.

Demonstrated ability to analyze, interpret and effectively identify and solve problems; make informed decisions, and successfully address complex organizational challenges; provide/implement creative solutions and provide direction by clearly and effectively setting courses of action.

Proven ability to develop and administer department budgets and manage human resources.

Proven ability to analyze a variety of personnel and management problems and execute resolution.

Experience evaluating and improving processes and procedures to enhance services.

Experience working with labor unions.

Experience working with diverse communities.

Excellent communication skills.

Ability to establish and maintain effective working relationships with city council, department heads, employees, tenants and the general public.

Demonstrated resilience and ability to adapt to ongoing challenges and manage change.

THE IDEAL CANDIDATE

- Holds a Master's degree in Recreation and Parks Management (or closely related field), Public Administration and/or Business Administration.
- Possesses thorough knowledge of modern developments in the field of parks and recreation, including all areas described in this recruitment brochure.
- Is a Certified Parks and Recreation Professional (CPRP).
- Thrives on challenges. Shows enthusiasm and a positive attitude toward the community they serve.
- Brings a high degree of professionalism, proven leadership abilities, and can motivate and manage people and projects with limited resources.
- Is well experienced in change management, with an emphasis on process development and evaluation as it relates to customer service.
- Works as part of an interactive team with other city departments and seeks collaboration with others to achieve group goals.
- Has ability to manage all aspects of municipal budgets and seek additional resources.
- Is skilled in mentoring and developing staff.
- Holds self and others accountable for actions.
- Is able to negotiate with a wide variety of people both within and outside the organization to achieve consensus on a proposed action.
- Is able to establish and maintain personal and professional relationships while building confidence and trust with others.

- Listens attentively with an open mind to ideas expressed by others.
- Possess the highest degree of integrity, honesty, and fairness.
- Remains calm when questioned or criticized; handles stressful situations effectively.
- Is an effective and articulate communicator, both internal with coworkers and staff as well as with the public.
- Critically evaluates information to support a proposed course of action and resolves conflict.
- Makes commitments and follows through, deals openly, honestly and directly with others in a constructive manner.

COMPENSATION & BENEFITS

Salary: The City of Portland offers a competitive salary and excellent employee benefits. The salary range for the position is \$109,707 - \$131,001. More information on our benefits can be found on our website here: <https://www.portlandmaine.gov/Benefits>

APPLICATION PROCESS

The City of Portland is strongly committed to diversity in its workforce. We are an Affirmative Action/Equal Employment Opportunity Employer. Qualified candidates are invited to apply online at <https://selfservice.portlandmaine.gov/MSS/employmentopportunities/> by **February 28, 2020**.

The City will review and evaluate all application materials submitted and invite the most qualified candidates to participate in the interview process. The final candidate must successfully complete a background check.



MORE INFORMATION ABOUT LIVING AND WORKING IN PORTLAND, MAINE

Please view our YouTube video here: <https://www.youtube.com/watch?v=45Dr9wwWlHY>

Live & Work in Maine has more information about living and working in Maine:

<https://www.liveandworkinmaine.com/maines-regions/greater-portland-casco-bay/>



Much more information about the City of Portland and all the services we provide can be found on our website at:

<https://www.portlandmaine.gov>

For any questions, please email Kathleen Vosmus, Human Resources Assistant at kbv@portlandmaine.gov.