



Compensation and Benefits

The City of Mercer Island has established a starting salary range from \$125,000 to \$133,000, dependent upon experience. An attractive package of benefits is also available to the successful candidate, including a \$6,500 deferred compensation employer-contribution, 200 annual hours of vacation, excellent insurance benefits, as well as annual pay-for-performance award eligibility.

Application and Selection Process

The closing date for this position is November 10, 2009. To be considered for this position, please submit a cover letter and resume by applying on line at www.govjobstoday.com. Visit our website for more information about the City of Mercer Island at www.mercergov.org.

Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates selected for the interview process will be notified and reference checks will follow after receiving candidates' permission. **The initial interview process will be held at the City of Mercer Island on December 14th and 15th.** The interview process will span two days. Finalists will be identified for a final interview with the City Manager who will make a job offer. For more information, contact Kryss Segle, Human Resources Director at kryss.segle@mercergov.org or (206)275-7792.

Mercer Island is an Equal Opportunity Employer and values diversity at all levels of its workforce.

Applicants selected as finalists for this position will be subject to a criminal history/driver's license check prior to the interview process.

Mercer Island Parks & Recreation Department Mission Statement

"The Mercer Island Parks and Recreation Department takes pride in providing the highest quality facilities and services in partnership with the community to enhance livability on Mercer Island."



The City of Mercer Island Washington Is Seeking a Visionary Leader

for the position of

Parks & Recreation Director



The Community

Just over five miles long and two miles wide, Mercer Island is a true island community consisting of high quality residential areas, preserved parks and open space, as well as miles of developed shoreline. Incorporated in July 1960, The "Island" has its own sense of identity, distinct from its neighbors, Seattle and Bellevue. It is just 10 minutes from downtown Seattle via the Interstate 90 floating bridge, and a similar distance from the burgeoning businesses and high density residential communities of the Eastside.

Mercer Island has been widely recognized as one of the premier residential communities in the State of Washington. The City currently has over 500 acres of City owned park and open space lands, which help maintain the Island's natural beauty. The result is quiet, forested neighborhoods and parks, which are complemented by stunning views of Seattle, the Cascade Mountains, Mount Rainier and Lake Washington. It is an active community where the many volunteers, boards, and commissions

work closely with the City Council and City staff. Mercer Island was recently included in Forbe's magazine's top twenty small communities in America for education attainment among the adult population. The City of Mercer Island is known for providing quality customer service to its 22,650 residents. Mercer Island has experienced small but steady growth since incorporation and has an estimated projection for the population to exceed 25,000 by the year 2015.

The Mercer Island School District has an outstanding reputation and is a source of community pride. The District serves in excess of 4,100 students on the island. The District consists of three elementary schools, one middle school, one high school and one alternative high school. In addition to the public schools, the Island is home to St. Monica's Catholic School, the French American School, and Yeshiva Jewish High School. Per capita spending for education, in the all-Island District, also ranks at the highest levels in the State. On statewide exams, Mercer Island students consistently score among the highest. Approximately 90% of the Island's high school graduates continue on to post-secondary education.

City Government

The City of Mercer Island has a Council-Manager form of government. This form of government provides for an at-large, non-partisan election of a seven-member City Council elected to staggered four-year terms. From among themselves, the Council elects a Mayor to serve a two-year term. The Mayor and City Council appoint a City Manager who is responsible for the administration of City and Council policy. There are a variety of boards and commissions, including the Disability Board, Arts Council, Civil Service Commission, Planning Commission, Design Commission, Utilities Board, Youth and Family Services Board, Senior Commission, as well as the Open Space Conservancy Trust Board, which all assist in the development and formulation of the City's policy and direction.



The City's 2009 General Fund is approximately \$23 million, with a fully funded 2009-10 biennial capital improvement program of \$41 million. The City employs approximately 180 full-time and 50 part-time employees. 70 of the 180 employees are non-represented with the remaining employees represented by one of four union groups; Police, Fire, Records, and AFSCME. The current City Manager, Rich Conrad, has served in his position for the past 14+ years and has been with the City for over 30 years. The City Manager, Mayor and City Council are dedicated to preserving Mercer Island's unique character, high quality of life and responsiveness to citizen needs and priorities.

Department Focus

As one of the City's most popular departments, the Parks and Recreation Department consistently receives exceptionally high customer satisfaction survey ratings for parks availability, parks maintenance, and recreation programs.

The Mercer Island Parks and Recreation Department operates 23 developed parks and 1,300 linear feet of beachfront, which allow opportunities for individuals and groups to enjoy active or passive leisure time activities in structured and non-structured environments. The Department operates a Community Center that serves over 125,000 visitors yearly who attend more than 700 events annually. Additionally, community members use athletic fields at a rate of over 20,000 hours annually.

The Parks and Recreation Department recoups approximately 45% of its operating expenditures through user fees. The recreation program is robust for a City the size of Mercer Island and its staff. Currently, 80% of the Parks Capital Improvement projects are fully funded. The Island's park system was largely built in the 1970's and is mature. It is a system that is grown out but continues to be refined and maintained.

The Parks and Recreation Department assumes a major role in the development of "community" by providing important benefits and services that meet social and human needs of the community in a safe and attractive environment. The City's Parks and Recreation Department and the Director serve as facilitators in developing partnerships with community agencies, schools and service agencies, and provide expanded services to all populations of the community.



The major areas of focus and responsibilities for the Parks and Recreation Department are:

- To provide cultural opportunities to the members of the community of all ages in liberal arts, performing arts, indoor/outdoor gallery exhibits and summer concerts, as well as to lead the planning and execution of the City's Summer Celebration.
- To manage Parks-related CIP projects; including ball field turf project, Luther Burbank investments, and shoreline restoration at Luther Burbank. Provide and maintain all buildings and parks (including trail development and maintenance) at a safe level for all who visit the sites, and make improvements to enhance the customer's enjoyment of the facilities.
- To provide fiscally responsible recreational, social and educational opportunities for community members. This includes managing field availability and moving toward a centralized scheduling system with the School District and the Boys & Girls Club.

The Position of Parks & Recreation Director

The Parks and Recreation Director is expected to carry out the vision and principles of the City in a manner that is respectful, accessible, flexible and reliable to both internal and external customers. As such, the Director of Parks and Recreation reports directly to the City Manager and serves as part of the City's Executive Management Team (made up of nine department directors, the Deputy City Manager and City Manager). The Parks and Recreation Director has oversight for day-to-day operations of the Department and for a full-time staff of 21 FTEs. In addition, the Department employs approximately 50 part-time/summer personnel. The Director is also required to develop and present to Council the Department's annual operating budget of \$4.8 million.

The Director is responsible for:

- Serving as the principal advisor and staff support to the City Manager for development of a broad range of policy/programs and procedures, which will be forwarded to the City Council for review and decision.
- Coordinating programs and activities of the Department with other City departments, local agencies, citizen groups and other regulatory bodies to insure viable activities meet the community needs.
- Establishing outreach and liaison programs that are responsive to input from citizens and to speak in a wide variety of forums, including making frequent presentations to the City Council, the Arts Council and the Open Space Conservancy Trust Board, as well as citizens and the media, when necessary or required.
- Preparing and monitoring the annual/biennial budget and developing master plans, strategic plans and bond programs for the City Manager and City Council.
- Recommending planning, redeveloping or enhancing existing park facilities and related buildings, as well as developing new recreational opportunities and programs. The new Director will also be expected to assist with the development of specifications, the design and review of such new plans and related maintenance.
- Directing the management, selection and training of all departmental personnel, as well as the maintenance and improvements to system-wide performance issues.

Candidate & Management Profile

The Parks and Recreation Director position is a highly visible job, which will require a person with well-developed leadership, operations, marketing and administrative skills. Candidates for this position must be dynamic, visionary leaders who have developed skills in growth oriented organizations. Candidates should have worked in organizations where delegation of authority, participative management approaches and strong customer service orientations prevail. Additionally, the ideal candidate will possess the following attributes:

- A sensitivity and appreciation for both political and public processes while displaying a willingness to meet the needs of community leaders, citizens and interest groups in an open, honest and constructive manner.
- Must be receptive to change and willing to encourage and motivate staff toward achievement of collectively agreed upon goals and objectives.
- A strong commitment to promoting diversity and equality in the workplace, as well as sharing this commitment with employees and citizens of the City of Mercer Island.
- Must be an experienced professional who is credible and knowledgeable along a wide variety of social, leisure time, recreational, and park maintenance programming disciplines.
- Must be forward thinking, positive, energetic and a highly committed professional with strong persuasive skills.
- Possess proven philosophies whereby he/she has developed a team orientation among subordinates and empowered the team to operate freely/independently from close supervision.
- Possess a value structure that encompasses shared decision-making practices and concepts, an appreciation for quality-of-life and environmental issues and a strong appreciation for community involvement.
- Must be assertive, intelligent and articulate. Must be able to conceptualize and present ideas to elected officials, community leaders and citizens.
- Possess outstanding listening skills, be highly organized and enjoy meeting the community in public or open forums.
- Must be an effective manager of people and processes, and must be able to recognize, utilize and encourage the talents of staff. Must be fair and equitable in approach to leading others and must be willing to encourage individuals to grow professionally as well as personally.

Education & Experience Requirements

- Degree from an accredited four year institution in Parks and Recreation Management, or related field. A Masters of Public Administration or closely related field is preferred.
- Minimum of five years experience in the parks and recreation field in a senior-level management position.
- Experience managing capital improvement projects.
- Experience working in a unionized environment is preferred.
- Experience working closely with cross-functional departments.
- Proven ability to plan, develop and implement policies and programs.
- Demonstrated record of outstanding customer service delivery.
- Knowledge of management concepts and ability to apply them within the organization.
- Proven excellent written and verbal presentation skills.
- Ability to work effectively with others, and have effective interpersonal and customer relation skills.
- Proven ability to motivate and lead employees and encourage decisions to be made within a team environment.
- Demonstrated record of excellent work attendance.

