



CITY OF
MUKILTEO



Recreation and Cultural Services Director \$116,180 to \$141,218 annually plus benefits

Apply by June 5, 2022

The City of Mukilteo is seeking an experienced Recreation and Cultural Services professional who demonstrates outstanding leadership, management and customer service.

The Position

The Recreation and Cultural Services Director is a member of the City's leadership team who, under the general administrative direction of the City Administrator, provides comprehensive oversight and management of Rosehill Community Center and staff and the parks throughout the City.

This position is responsible for short- and long-range recreation planning, budgeting, program development, staff development and supervision, and fostering and maintaining positive relations with the public and partner agencies; providing oversight of parks to include master planning, rules, signage, and park volunteer programs; directing and administering the development of the department including policy and decision making, vendor contract negotiations and administration, and improvements to promote community involvement and enhance the quality of life for the residents of Mukilteo.

The Ideal Candidate

The ideal candidate will have been a respected, successful municipal leader for at least ten years who demonstrates strong technical skills in all aspects of municipal operations, has experience with the capital improvement side of parks as well as innovative thinking to meet the ever changing demands on parks programming and community engagement. They should

have an open-door, walk around, collaborative management style with a track record of implementing policies and systems to maintain a high-performance, customer-service focused organizational culture. The ideal candidate will have strong communication skills and be able to organize and express ideas to a wide variety of audiences including City Council, community groups and other boards and committees. They will have excellent organizational development skills, will delegate appropriately, and have the ability to foster a strong team environment.

The selected candidate must place high value on teamwork with other department heads. They must be personable, have the ability to lead and guide staff, be a good listener who consistently works well with staff throughout all levels of the organization, and be relied upon to serve as a mentor for professional development. The ideal candidate will have a Bachelor's Degree from an accredited institution in Recreation Administration or a related field, and at least seven years of progressively responsible parks and recreation experience with a minimum of three years' experience in upper management, preferably for a municipality. A Certified Parks and Recreation Professional (CPRP) is preferred.

Some examples of duties and responsibilities:

- Plans and implements a comprehensive parks and recreation program for the city; with an emphasis on Rosehill Community Center programming; integrates the developed program and activities with other city, county, state, federal departments and/or agencies and an extensive group of community partners
- Develops, administers, maintains, and oversees the department's annual budget, outside funding and revenues
- Develops parks and recreation projects for the Capital Improvement and Facilities Renewal programs
- Recommends and forecasts funds needed for staffing, equipment, materials and supplies; recommends efficiencies to keep costs within guidelines; approves department expenditures
- Develops action plans and metrics analyzing operational results and ensures the effective allocation utilization for resources
- Conducts studies and prepares reports and recommendations relative to the park and recreation programs and special projects; determines and recommends programs or major projects to be initiated, modified, or discontinued
- Develops department policies by identifying policy needs; identifies/recommends policy options for the Mayor, Management Services Director, Rosehill Board, Parks and Arts Commission and City Council. Develops programs/procedures to implement policies
- Prepares, writes and administers various grant applications to support capital projects and other department initiatives
- Plans, directs, coordinates, monitors, and reviews work of staff
- Supervises, coaches, trains and motivates staff; coordinates and/or provides staff training
- Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other correspondence
- Attends and participates in professional group meetings maintaining awareness of new trends and developments in the fields related to parks, recreation and arts; incorporates new developments as appropriate and ensures processes are interpreted and applied consistently and effectively
- Oversees the preparation and maintenance of a variety of reports, records and files; prepare and maintain records related to budgets, plans, progress, personnel and related activities
- Plans and directs the development and oversight of comprehensive recreation and cultural arts programs for all ages including arts, day camps, fitness, lifelong learning and community events that promote community involvement and enhance the quality of life
- Works with residents, Council members, committee/board members, public partners, and schools
- Manages Rosehill Community Center; oversee maintenance, facility renewal, asset tracking, and supplies
- Develops and implements Department goals, objectives, policies priorities, and service agreements for recreation and cultural programs
- Researches alternative funding sources and writes grant proposals
- Assures the effective publicity and promotion of recreational and cultural programs through the Recreation Guide, brochures, news releases, flyers, and social media



The City

The City of Mukilteo, incorporated in 1947, operates as a non-charter code city with a Mayor-Council form of government. The Mayor is Chief Executive Officer of the City and the City Council is the legislative body that enacts laws and regulations, establishes policy direction for the City, establishes tax and fee rates, adopts the annual budget, and approves payments of all City monies. The City has 137 full-time and part-time employees and a 2022 adopted budget of about \$40 million.

Our Community

Mukilteo is a waterfront community situated on Puget Sound, approximately twenty-five miles north of Seattle. This scenic area has views of the Olympic Mountains to the west and the Northern Cascade Mountains to the north and east. Mukilteo retains its friendly hospitality and welcomes visitors with its scenic setting by the Sound.

Rich in history, Mukilteo was the site of the 1855 Point Elliott Treaty signed between Territorial Governor Isaac Stevens and 82 Indian Leaders representing twenty-two tribes. Mukilteo is home to the 1906 Mukilteo Lighthouse and Mukilteo Lighthouse Park, which attract nearly a million visitors annually. Mukilteo balances its serene and picturesque setting with its role as a transit hub for 2.4 million vehicles and over 4 million commuters who utilize the Sound Transit Train Station, Washington State Ferry service, and State Route 525.

Rosehill Community Center

The Rosehill Community Center opened in 2011 on the site of the former Rosehill School and welcomes 80,000 customers per year with its sweeping views of picturesque Puget Sound, Whidbey Island, Historic Light Station and the Mukilteo Ferry. The center provides and facilitates safe, quality leisure services, programs, and facilities while preserving and enhancing natural resources. The Center's 29,000 square feet offers four classrooms, four lounge areas, game room, fitness/weight room, dance/aerobics room, art room, and the Point Elliott Room which boasts 3,500 square feet, a 1,500 square foot stage, dressing rooms, commercial-style kitchen, and a large deck overlooking Puget Sound. Outside facilities include a wedding circle, plaza, lawn area, and picnic shelters.



Today, the city's population is over 21,000 and its diverse, multi-cultural residents continue to share a great sense of pride, history and tradition of community involvement. Mukilteo amenities include an award-winning public golf course, quaint shopping areas, restaurants, financial institutions, and several parks and open spaces for recreation opportunities.

Compensation and Benefits:

- \$116,180 - 141,218 annually
- Medical, Dental, Vision, Life, AD&D, and Long-Term Disability Insurance
- Paid Holidays – 12 per year (10, plus 2 floating days)
- Paid Vacation – beginning at 13 days per year
- Paid Sick Leave – 12 days per year
- Paid management leave – 54 hours per year
- Vehicle allowance
- Washington State Public Employees' Retirement System (PERS)
- Choice of 457 Deferred Compensation Plans
- Flexible Spending Account
- Employee Assistance Program
- Optional supplemental insurance

Supplemental Questions:

All applicants must submit an application packet which includes a resume (three pages maximum), responses to supplemental questions and a detailed cover letter that describes their experience, leadership style and why they're interested in the position (two pages maximum). Incomplete applications will be disqualified from consideration.

1. Describe your experience providing comprehensive leadership of a recreation center.
2. The ideal candidate for this position will be an innovative thinker to help build up and maintain our parks and parks programs. Please share your experience in this area and how you would approach this challenge in Mukilteo.
3. The ideal candidate for this position will understand the importance of communication with the City Council and residents, keeping them informed of recreation programs community events, cancellations, etc. Please describe the approach you would take to communicate with these groups and provide some examples of how you have done this in your career.

Apply by June 5, 2022 at www.mukilteowa.gov

The City of Mukilteo is an
Equal Employment Opportunity (EEO) employer