



**CITY OF MIDDLETON**  
invites applications for the position of:

## **Director of Parks & Recreation**

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**SALARY:** \$86,714.00 - \$112,728.00 Annually

**OPENING DATE:** 10/03/22

**CLOSING DATE:** 10/30/22 11:59 PM

**GENERAL DESCRIPTION:**

The City of Middleton seeks an experienced, engaged, and visionary Director of Parks and Recreation to lead the City's parks maintenance and development, recreational programming, and community aquatics efforts. This leader will supervise and direct a highly professional team of experts while helping to set and realize the future of community recreation and facilities for the City. Enthusiastic and experienced professional in the parks and recreation field who want to collaborate and make difference in one of the premier communities in Wisconsin will be a great fit for this role.

The Director of Parks & Recreation, under the long-range administrative direction of the City Administrator, implements all plans, policies, procedures, and practices, relating to the city's parks and conservancy areas, including planning, design, construction, and maintenance of all parks, greenways, and roadway boulevards. Overall work plans are discussed with the City Administrator who provides periodic review of progress. The Director is responsible for the planning and environmental stewardship of the City's Pheasant Branch Conservancy and other conservancy areas. Decisions within areas of responsibility are made in accordance with the guidance provided City policies and ordinances, the City's Parks, Recreation, and Forestry Commission (PRFC), and the City's Conservancy Lands Commission (CLC).

The Director of Parks & Recreation regularly supervises the Assistant Director for Recreation, Assistant Director for Conservancy Lands & Forestry, and Parks Foreman. They work closely with the City's Planning and Public Works Departments in fulfillment of the City's parks and conservancy goals as well as a role in the overall economic development of the community. The Director of Parks & Recreation has frequent interaction with elected officials, other city officials and the general public.

Administrative Details:

This position is a Regular, Permanent Full-time position. Please see the Benefit tab/portion of the job posting for benefits details.

Documentation Submission:

*Please note that this application requires the submission of supporting documents. Failure to submit the required documentation will disqualify your application from consideration.*

Background Check

As a part of this application process you must complete and submit an Authorization for a background check to be completed. Background checks will only be completed for applicants that are selected as potential finalists, but the form **must be completed and submitted at the time of application**. Download the [Background Check Consent form here](#).

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**City of Middleton Veterans' Preference Program**

The City of Middleton honors and recognizes the sacrifice and dedication made by

veterans of the United States Armed Services, and the unique skills, experiences, and abilities they bring to the workplace. The City's Veterans' Preference Program is designed and implemented to encourage and enable the recruitment, review and potential hire of qualified veterans. This program does not guarantee the selection of any veteran or eliminate the need for such veterans to otherwise meet all basic qualifications for the position(s) for which they apply.

Please see the [Veterans' Preference Program link](#) on the Job Opportunities page menu for the details and requirements of the program.

- Pay Basis: Salary
- FLSA: Exempt
- Schedule: Fulltime/40 hours per week, and frequent evening meetings
- Non-represented
- Regular, Permanent Full-time position
- Supervisory

## **JOB FUNCTIONS:**

### **Essential Functions**

- Program Direction and Management
  - Manage, plan, organize and direct the programs, operations, services and staff of the Parks and Recreation Department. Develop program objectives and priorities in accordance with overall City policies relating to development, utilization and maintenance of City parks and facilities. Manage related special events. Develop, manage, and maintain parks and conservancy lands.
  - Implement recommendations of the Comprehensive Outdoor Recreation Plan as authorized by city budgetary constraints and oversee updates and revisions to the plan. Work with local planning authorities to assess and integrate City Park and related land use with larger regional plans. Communicate and coordinate the implementation of long-range plans in relation to Parks and Recreation responsibilities and programs. Establish work plans to prioritize resources being allocated to address strategic goals of Parks and Recreation and City.
  - Oversee and monitor implementation of systematic maintenance programs of city parks, facilities and equipment to reduce operating costs and prolong property life and value. Oversee design, planning and construction of facilities and parks. Create and establish policies and procedures for building, facility and land operation and use that enhance environmental sustainability. Oversee and monitor the implementation of a systematic urban forestry program to promote a healthy, resilient, and sustainable urban forest.
  - Implement recommendations of the Conservancy Lands Master Plan including vegetative, habitat, and wildlife plans, as well as planning for appropriate trail development in conservancy areas.
  - Attend meetings and other functions during the evening and/or on weekends.
- Parks and Recreation Team Supervision and Organizational Collaboration
  - Works with other City officials to negotiate the acquisition of land for conservancy and park and recreation purposes with landowners and sub-dividers.
  - Oversee and provide organizational direction for the Parks and Recreation Department. Plan, direct and administer human resources programs for the Department, both directly and through lower-level supervisors. Hire, train, supervise, evaluate and discipline staff.
  - Coordinates with the Assistant Director for Recreation the policies and procedures for taking reservation for the use of park shelters, softball fields, soccer fields, and parks for community events.
  - Plan and direct ongoing public relations and volunteer programs. Initiate Parks and Recreation Department projects involving cooperative efforts between public and private organizations. Represent diverse Park and Recreation interests, programs,

services and events in the media and with community groups. Effectively communicate the mission, goals and objectives of the Parks and Recreation Department through public presentations and publications.

- Meets with Parks, Recreation & Forestry Commission and prepares agendas and other necessary information and makes recommendations. Attends appropriate committee and regular meetings of the city council to maintain direct communication with the city's policy makers. Meets with the public regarding proposed neighborhood and community plans and answers public inquiries on park development plans, policies, and practices.
- Assists with preparing changes to the city's bicycle and pedestrian system plan, and with the Planning and Public Works department, represents the city at meetings to coordinate plans with other governmental agencies.
- Collaborates with and assists promoters of large community events in the proper use of park facilities.
- Collaborates with DPW Operations Manager on City's overall worker safety program with parks and conservancy division needs.
- **Technical Leadership and Actions**
  - Direct the fiscal management of the Parks and Recreation Department, including overseeing the preparation, submission and administration of the annual capital and operating budgets. Coordinate overall financial planning for the Parks and Recreation Division. Direct payroll, purchasing and related financial operations of the Department. Determines sources and prepares applications for federal, state, and county funding.
  - Directs preventative maintenance program and keeps records to ensure that city equipment is being utilized in the most efficient manner possible.
  - Implements and enforces policies and work rules as developed by the City.
  - Ensures that the City has appropriate protocols in place for the use of herbicides and treatment of invasive species.
  - Must maintain regular and predictable attendance and punctuality.

### **Marginal Functions**

- Performs other related job duties as required.
- Recruit, evaluate, and hire permanent and seasonal staff.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge**

- Thorough knowledge of relevant parks and recreation program administration, organization, management and planning theories, policies, practices and techniques.
- Thorough knowledge of related public and business administration principles and practices relative to financial management and customer-focused program development and administration.
- Considerable knowledge of the full range of supervisory principles and practices, labor relations and personnel management.
- Working knowledge of, and ability to use, computer software applicable to the duties of the position.
- Working knowledge of budgetary principles and procedures.
- Working knowledge of relevant State and Federal laws, rules and regulations.

### **Skills**

- Work with a high degree of independence.
- Effective communication through written materials and public speaking.
- Employee development and performance management
- Perform basic analysis including development of statistics
- Develop and summarize reports, including budgetary analysis

**Abilities**

- Ability to implement land management and facility development plans.
- Ability to develop and maintain effective policies, practices, and standards within public policy parameters.
- Ability to work varying shifts and times including evenings and weekends.
- Ability to communicate with excellent verbal and written skills.
- Ability to supervise others.

**EDUCATION, TRAINING AND EXPERIENCE:****Education**

- Completion of a Bachelor's degree required, completion of a degree in Parks and Recreation Management, Public Administration or closely related field preferred.

**Training**

- Possession of a Certified Parks and Recreation Professional credential highly preferred

**Experience**

- Minimum five (5) years' experience in parks administration required, emphasis on planning, land management, and facilities development and maintenance highly preferred.
- At least three (3) years of professional managerial experience involving budgetary, program development, planning, and comprehensive supervisory responsibilities required.
- Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.ci.middleton.wi.us/>

7426 Hubbard Avenue  
Middleton, WI 53562  
(608) 821-8348

[bwolhaupter@cityofmiddleton.us](mailto:bwolhaupter@cityofmiddleton.us)

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Position #202200036  
DIRECTOR OF PARKS & RECREATION  
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**Director of Parks & Recreation Supplemental Questionnaire**

- \* 1. Are you 18 years of age or older?  
☐ Yes  
☐ No
- \* 2. Do you have a high school diploma or an equivalent level of education?  
☐ Yes  
☐ No
- \* 3. Please indicate your post-secondary level of education. Select the closest matching option from below.  
☐ I hold a Bachelor's degree or higher in Parks and Recreation Management or Public Administration.  
☐ I hold a Bachelor's degree or higher in a field closely related to Parks Management or Public Administration.

- ☐ I hold a Bachelor's Degree or higher in another discipline area.
- ☐ I do not hold any post-secondary degree.
- \* 4. Do you hold a Certified Parks and Recreation Professional credential?
  - ☐ Yes
  - ☐ No
- \* 5. Do you hold any other parks, recreation, or aquatics certifications?
  - ☐ Yes
  - ☐ No
- 6. If you indicated you hold other certifications in the previous question, please list them here.
- \* 7. How many years in parks administration do you possess? Were those years primarily focused on planning, land management facilities development, and maintenance?
  - ☐ Ten years or more in parks administration focused on the areas listed above.
  - ☐ Seven years or more in parks administration focused on the areas listed above.
  - ☐ Five years or more in parks administration focused on the areas listed above.
  - ☐ Five years or more, but not primarily focused on the areas listed above.
  - ☐ I possess less than five years in parks administration.
- \* 8. Please select the areas below in which you have AT LEAST THREE YEARS of professional managerial experience. Select all that apply.
  - ☐ Budgetary development and management.
  - ☐ Program Development.
  - ☐ Operations and organizational planning.
  - ☐ Supervisory responsibilities for subordinate managers and team members,
  - ☐ Aquatics programming and maintenance.
- \* 9. Do you have the ability to speak any of the languages listed below at a conversational level?
  - ☐ I cannot speak any languages other than english at a conversational level.
  - ☐ Spanish
  - ☐ Mandarin
  - ☐ Arabic
  - ☐ Hindi
  - ☐ Russian
  - ☐ Tagalog
  - ☐ ASL (American Sign Language
  - ☐ Other
- \* 10. Please provide a written essay answer to the following two questions: 1. What is your experience with fundraising for a community project? Define your role and project outcome. 2. What is your experience in working with Friends Groups? The essay should be submitted in MS Word or as a .pdf. It may be no longer than two pages double spaced.
  - ☐ I understand the I must submit a written essay as a part of this application.
- \* 11. If you are you a disabled veteran with a 30% or greater disability rating do you wish to apply for consideration as an applicant under the City of Middleton Veterans' Preference policy? If you qualify and wish to apply under this program you must submit your DD 214/215 and you VA Rating Letter at the end of this application process. (See the Veterans' Preference Policy information and guidelines on the City of Middleton Career Pages Site)
  - ☐ Yes, I am a disabled Veteran and wish to apply for the Veterans' Preference Program
  - ☐ No, I am not eligible, or do not wish to apply for Veterans' Preference

\* Required Question