



Invites your interest in the position of:  
**PARKS, RECREATION AND CULTURAL  
SERVICES DIRECTOR**



**The Gem of the Puget Sound:**

- **Population 41,820**
- **8.9 Square Miles**
- **5.2 linear miles of shoreline**
- **2019 Budget of \$109,471,322**
- **230 Full-Time Equivalent City Employees**
- **15 miles North of Seattle**

**Dave Earling, MAYOR**

121 Fifth Ave. N. Edmonds, WA 98020

[www.edmondswa.gov](http://www.edmondswa.gov)

## EDMONDS COMMUNITY

Voted the "Friendliest Town in Puget Sound" for nine consecutive years, Edmonds, is a great place to visit, live and work. Beaches, colorful flower baskets, festivals, turn-of-the-century buildings and shops, great restaurants, arts and cultural events, and scenic views of the Olympic Mountains and Washington State ferries crossing Puget Sound draw thousands of annual visitors.

Edmonds is a well-developed residential and business community that grows primarily through redevelopment and infill. Citizens consistently enjoy all the benefits of our Parks, Recreation and Cultural Services Department from the community events and classes taught at the Frances Anderson Center to our beautiful parks and beaches. Our citizens also enjoy a small-town ambience with a strong arts influence and many independently owned businesses.

Edmonds is located just 15 miles north of Seattle and 18 miles south of Everett, is easy to reach by Amtrak and Sound Transit commuter rail, Community Transit buses, Washington State Ferries, automobiles and bicycles. Other community amenities include churches, a well-respected school district, regional hospital, a community college, a pleasure-boat marina and a wealth of cultural events.



## EDMONDS PARKS, RECREATION & CULTURAL SERVICES

The Parks, Recreation and Cultural Services Department serves as the community's key resource for providing parks, open space, recreation programs, and cultural arts for the enjoyment of its citizens and visitors. The Department plays a vital role in many aspects of community life including staff liaisons with the Edmonds Library Board, the Edmonds Memorial Cemetery Board, the Sister City Commission, the City of Edmonds Planning Board, the Edmonds Arts Commission, the Edmonds Senior Center and the Economic Development Commission.

The Department is housed in the Frances Anderson Center, a facility built in 1928 as an elementary school. The majority of recreation programs are held in the FAC with more than 1,000 daily users. Major recreation programs include aquatics (summer only), environmental education, athletics, day camps (seasonal), and much more.

Park Maintenance is responsible for more than 48 park and open space sites, that encompass nearly 275 acres, 20,000 sq. ft. of flowerbeds and more than 2 miles of shoreline. Edmonds boasts many unique features such as a fishing pier, underwater dive park and oversight of a municipal cemetery. The Cultural Services Division works to promote and sustain a vibrant cultural community, enhance the city's reputation as a cultural destination, and foster economic development through arts and culture.



---

## CITY GOVERNMENT

The City of Edmonds has a council-mayor form of government with a total annual budget of \$109.47 million and a financially stable community. The Mayor and seven City Council Members serve four year terms. The Mayor serves as the full-time Chief Executive Officer. The City provides full services to its citizens, including police, a municipal court, a community pool, and a regional wastewater treatment facility along with community events and services through our Parks, Recreation, and Cultural Services Department. Seven department directors report directly to the Mayor and oversee 230 full-time-equivalent employees.

## **PARKS, RECREATION AND CULTURAL SERVICES DEPARTMENT**

**MISSION:** To provide Edmonds' citizens with a balanced system of parks, recreation, open space and cultural services along with support facilities to ensure quality of life.

### **KEY PROGRAM ELEMENTS**

- Plan, organize, control and direct a variety of programs, projects and activities related to the diverse activities of the Parks, Recreation, and Cultural Services Department including arts, cultural activities, recreation, parks, cemetery, economic development and social community programs.
- Serve as public administrator for the Department, including daily operations, budget management, organizing volunteers, overseeing public policy, contracts, negotiations and other administrative duties.
- Oversee the Parks, Recreation & Open Space Comprehensive Plan, the Community Cultural Plan, and the Streetscape Plan updates, work closely with the Economic Development Department to promote cultural tourism; and seek funding for and manage capital projects that create a sense of place and enhance the aesthetics of the public right of way through public art or streetscape design.
- Participate in long-range planning, oversee land acquisitions and management including negotiations, contracts and agreements. Serve on a variety of boards and commissions including focus groups and special community ad hoc groups.
- Maintain approximately 275 acres of park land consisting of 48 park sites ranging from regional parks, community parks, one outdoor seasonal swimming pool, neighborhood parks, beautification areas, natural open spaces, the Edmonds Memorial Cemetery and Columbarium.
- Maintain approximately 2 miles of waterfront parks and walkways including Brackett's Landing Underwater Park which hosts approximately 25,000 scuba divers per year, the Fishing Pier, Olympic Beach, Marina Beach and dog park areas.
- Maintain the renowned flower program with approximately 110 flower planting sites and 151 flower baskets.
- Provide recreation programming that promotes community involvement and participation including a wide variety of activities and events such as swim and safety classes, day camps, pre-school, gymnastics, athletics, arts and crafts, and much more. Recreation Division classes and events are designed for all ages from babies through our senior community members.

## **BUSINESS LIAISON**

As the City's liaison, the Parks, Recreation and Cultural Services Director will perform the following:

- Work with contractors, citizens, business owners and staff to resolve issues relating to departmental services, programs, and projects.
- Ensure compliance with the City's Capital Improvement Projects Plan.
- Provide leadership and knowledge on emergency response/emergency operations center activities.
- Attend and conduct a variety of community meetings; attend and make presentations at Council meetings; represent the City with outside agencies as required; facilitate review of public concerns and inquiries.

## **CURRENT PROJECTS INCLUDE:**

- Waterfront Center and redevelopment and beach front restoration, 2019
- Civic Park redevelopment: completion of an 8 acre downtown park, 2020
- Land acquisition and community garden development, 2020
- Edmonds Marsh Daylighting of Willow Creek & Marina Beach Development, 2022-2023
- Commitment to building inclusive playgrounds
- 4th Avenue Cultural Corridor

Please visit our website at:  
[www.edmondswa.gov](http://www.edmondswa.gov)



## **SALARY, BENEFITS & APPLICATION INFORMATION**

**2019 ANNUAL SALARY RANGE (DOQ):  
\$119,277 - \$159,843**

### **BENEFIT PACKAGE:**

- State Public Employee Retirement System (PERS).
- Employer-subsidized medical, dental and vision (at 90%).
- Municipal Employees' Benefit Trust (MEBT) in lieu of Social Security.
- Eight hours per month of sick leave, 22 annual vacation days, 11 annual paid holidays.
- Employer-paid life insurance
- Three optional employee-paid, pre-tax 457 Deferred Compensation Choices.
- Optional employee-paid pre-tax FSA's for day-care, transit and medical expenses.

### **TO APPLY:**

- Complete a City application form online [www.governmentjobs.com/careers/edmondswa](http://www.governmentjobs.com/careers/edmondswa)
- Resume and cover letter required.
- Applicants who meet the minimum qualifications will be asked to complete a supplemental questionnaire.

First Review Date

**Friday, July 12, 2019 @ 9:00 AM**

*Position is open until filled*

## **EDUCATION AND EXPERIENCE**

(any combination equivalent to):

- Bachelor's degree in Public Administration, Parks & Recreation, Recreation or related field
- Seven years of experience in administering and managing major parks and recreation related programs and services, preferably within a municipal or public sector environment that includes four years of staff supervisory, budgetary, and management responsibility for a department or major division

## **COMPETENCIES**

- Excellent oral and written communication skills for presentations, the ability to negotiate and mediate as well as superior facilitation skills.
- Knowledge of Federal legislation, City codes, land use issues, land acquisition processes applicable to park lands and facilities.
- Appropriate use of judgment, flexibility and political savvy when working with elected officials and outside agencies.
- Strong customer service commitment and work-product excellence. Proven success in budget preparation and budget control.
- Effective straightforward and trustworthy City representative. Serve as community liaison; participate on various boards and committees.
- Ability to meet established schedules and deadlines.
- Ability to create, produce, and successfully deliver grants through various processes.
- Excellent skills in the principles and practices of supervision and training including the ability to organize and coordinate a diverse work group.
- Good knowledge of disaster/emergency management processes.
- Serve as community liaison and participate as a member of various boards as required.
- Skilled in budget preparation and control.