



Director of Park Services

Starting range: \$95,000 - \$125,000 a year

The Peninsula Metropolitan Park District (PenMet Parks) is searching for a **Director of Park Services** to oversee planning, acquisition, design, construction, maintenance, and operations of the District's physical assets. This position provides oversight and leadership for the administration of the Parks Division, including strategic planning, budgeting, personnel management, and contract procurement and management. The ideal candidate must have proven leadership skills with a focus on collaborating, growth & development, and continuous improvement initiatives.

Overview of PenMet Parks

Since 2004 the District has provided management, improvements, maintenance and acquisition of parks and recreation facilities within the area of unincorporated Pierce County west of the Tacoma Narrows Bridge and east of the Purdy Bridge (excluding the City of Gig Harbor). PenMet Parks owns and operates over 650 acres of land which includes 22 parks, properties, ballfields, and playgrounds. Also, PenMet Parks provides recreational programs and activities within the community for all ages. To learn more, go to <https://penmetparks.org/>.

Key Responsibilities of the Director of Park Services:

- Create and manage the vision, mission, goals, and strategic plan for the Park Services Division to align and support the organization.
- Develop and implement the Capital Improvement Plan (CIP) for the District. Identify and implement priorities for capital planning, design, and construction projects.
- Develop, maintain, and implement a long-range plan for asset acquisition, development, alterations, and planned major maintenance.
- Oversee the creation, implementation, and maintenance of long-range planning documents, including the comprehensive Park, Recreation, and Open Space (PROS) plan.
- Direct capital improvements and the perpetual maintenance and operations of the District's parks, properties, and open spaces.
- Oversee the ongoing maintenance and operations of physical park assets including facilities and grounds to meet or exceed desired level of service standards.
- Oversee the application for and maintenance of grants as well as volunteer and related stewardship programs.
- Develop, implement, and manage annual capital and operating budgets with support from staff.
- Direct and oversee implementation of the Division work plan, assigned work, activities, and projects.
- Recommend, develop, and maintain Division policies and procedures. Work with Division staff to proactively identify opportunities to improve systems, processes, and services.
- Coach, mentor, and train direct report staff in support of District goals, objectives, policies, and procedures.
- Create a culture where information sharing, team-based resolutions, cross-training, and process improvements are encouraged, and staff is held accountable for goal achievement and results.

- Create and maintain an inclusive work environment that respects diverse ideas, backgrounds, and styles.
- Other duties and projects as assigned.

What the Successful Candidates Will Have:

Education and Experience:

- A bachelor's degree from an accredited college or university in public administration, planning, business administration, architecture, project management, or a related field.
- 8+ years of increasingly responsible experience in planning, development, project management, and/or operations, with at least four years of experience managing staff.

Knowledge, Abilities and Skills:

- Knowledge of professional practices required for effective capital development, including planning, design, and construction, and for effective park and physical asset maintenance and operations.
- Proficient in Microsoft Office, Microsoft Project, Adobe or Bluebeam, work order software, facility scheduling software, and accounting software.
- Knowledge of public and stakeholder involvement best practices and principles.
- Able to develop, communicate, and manage departmental operating and capital project budgets.
- Effectively procure and manage consultants, contractors, and vendors in accordance with applicable statutes and regulatory requirements.
- Able to assess situations effectively, identifies solutions, and takes initiative with minimal supervision.
- Skilled in conflict resolution and providing excellent customer service to a broad range of participants and constituents.
- Ability to do multiple tasks simultaneously and accommodates shifts in priorities.
- Excellent written, listening, and verbal communication skills.
- Able to produce and deliver professional-quality reports and other communication materials.
- A commitment to diversity, equity and inclusion in all forms.
- Some local traveling will be required for meetings and visiting District facilities and project sites.
- Valid Washington driver's license (required).

PenMet Parks offers a robust benefits package, which includes:

- Health and Dental Benefits
- Vacation and Sick Leave
- Paid Holidays
- State Retirement Program
- Employee Recreation Program Benefit

All Things HR, an external HR Consulting Company, has partnered with PenMet Parks to assist with the hiring process. If this position looks like a fit for you, submit your cover letter, resume, and three professional references to jobs@allthings-hr.com.