CITY OF OWATONNA invites applications for the position of:

Parks and Recreation - Senior Director

**SALARY:** $99,008.00 - $128,689.60 Annually

**OPENING DATE:** 10/22/20

**CLOSING DATE:** 11/20/20 04:30 PM

**DESCRIPTION:**

**Hiring Process**
(1) Application Period: October 22, 2020 to November 20, 2020
(2) First Round Interviews: December 7, 2020
(3) Second Round Interviews: Mid December 2020
(4) Leadership and Management Assessment will be scheduled and completed on top candidate(s) late December 2020/early January 2021.
(5) Extend conditional offer of employment to successful candidate in early January 2021.

**DEPARTMENT:** Parks and Recreation

**IMMEDIATE SUPERVISOR:** City Administrator

**DIRECTION OF OTHERS:** Technical, Professional, Divisional and Management Department Staff

**CLASS SUMMARY:**
The position is responsible for providing senior level direction and management to the Parks and Recreation operations that has impact on a wide range of City services. Responsibilities include: overseeing the direction of activities of a department, programs or functions that enables the City to function fiscally, operationally, technologically, safely and administratively; direct the development of goals, policies, and procedures; and acting as a representative of the City to the public, media, agencies, and other external groups.

**DUTIES / RESPONSIBILITIES:**

**TYPICAL CLASS ESSENTIAL DUTIES:**

1. Directs the work of technical, professional, divisional and management staff of multiple parks and recreational programs and activities, including assigning work, training staff, conducting performance counseling, conducting performance reviews and making disciplinary, hiring and promotion decisions.

2. Leads the development of multiple department operations, including development of goals, policies, staffing levels, budget and procedures for all department services; directing management in the development of work plans for the department; and leads strategic planning.

3. Acts as a technical resource for the City, management, boards, government representatives, and staff to ensure effective service delivery and address community needs; including analyzing and resolving issues associated with daily work, contracts, and projects; ensuring staff work complies with applicable standards, codes and regulations; attending internal and external meetings to answer questions and provide information; providing advice on division work; and providing information on all
department activities;

4. Directs the management of City finances; monitors and approves expenditures in accordance with City goals; manages and administers operating, capital improvement and capital equipment budgets;

5. Performs other duties of a similar nature or level.

QUALIFICATIONS:

TRAINING AND EXPERIENCE (positions in this class typically require):
Bachelor's degree in assigned field of expertise; 8 years related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS (positions in this class typically require):

• Various registrations and licenses required.
• Valid Driver's License

KNOWLEDGE (position requirements at entry):
Knowledge of:

• Managerial and leadership principles and practices;
• Budget principles and practices;
• Financial Management principles;
• Public Administration principles;
• Strategic planning principles;
• Applicable Federal, State, and Local laws, codes, and regulations.

SKILLS (position requirements at entry):
Skill in:

• Leadership and management;
• Preparing reports;
• Managing division operations;
• Analyzing and developing policies and procedures;
• Using a computer and related software applications;
• Public relations and public speaking;
• Interpreting laws and regulations;
• Negotiation and persuasion;
• Preparing budgets;
• Program and project management;
• Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

HOURS OF WORK/PHYSICAL AND MENTAL DEMANDS:

PHYSICAL REQUIREMENTS:
Positions in this class typically require: walking, talking, hearing and seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

NOTE:
The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

APPLICATIONS MAY BE FILED ONLINE AT:
http://ci.owatonna.mn.us/
Parks and Recreation - Senior Director Supplemental Questionnaire

1. Do you wish to apply for Veteran's Preference? You must complete the Veteran's Preference points below and submit the required documentation (MEMBER COPY 4 VETERAN's DD214) to the City of Owatonna by the application deadline of the position for which you are applying.
   - Not Claiming Veteran's Preference
   - Veteran
   - Disabled Veteran
   - Spouse of Deceased Veteran
   - Spouse of Disabled Veteran

* 2. Do you currently hold a valid Driver's License?
   - Yes
   - No

* 3. Which of the following best describes your level of education?
   - High School or GED
   - Some College
   - Associates Degree
   - Bachelor's Degree
   - Mater's Degree
   - None of the above

* 4. Please list your degree obtained. If no degree type N/A.

* 5. Do you have a bachelor's degree in assigned field of expertise; 8 years related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job?
   - Yes
   - No

* 6. How many years of supervisor experience do you have?
   - no experience
   - at least 1 year but less than 3 years
   - at least 3 years but less than 6 years
   - at least 6 years or more

* 7. Please describe your experience with supervising others. Include how many people you have supervised at one time and what level of employees were you responsible for supervising. If no experience, type N/A.

* 8. Do you have experience managing a department budget?
   - Yes
   - No

* 9. Explain your budget experience in detail. Please include the highest budget amount you were responsible for. If no experience, type N/A.
10. Which of the following best describes your computer related skills and ability?
   - No experience
   - Limited – I can use a computer to create documents, print documents and send e-mail messages.
   - Moderate – I consider myself more advance in computer technology than someone with "limited" skills. I am proficient with Microsoft Office products. I can create Word documents, Excel spreadsheets and PowerPoint presentations.
   - Extensive – I have advanced and technical skills. I can trouble shoot higher level IT issues and am a resource for others.

11. Do you have strategic planning experience?
   - Yes
   - No

12. Please explain your experience in detail with strategic planning. If no experience, type N/A.

13. Do you have experience working with advisory boards?
   - Yes
   - No

14. Please explain your experience working with advisory boards. If no experience, type N/A.

15. Do you have program or project management experience?
   - Yes
   - No

16. Please explain your experience with program and/or project management. If no experience, type N/A.

17. Based on the job description, what do you see as the most important duty of this position?

* Required Question