



INVER GROVE HEIGHTS, MINNESOTA IS SEEKING A PARKS & RECREATION DIRECTOR

The Community

Inver Grove Heights (pop. 35,077) is a fast growing, diverse community located south of the Twin Cities, in close proximity to the Mississippi River. By 2025, its population is projected to reach 46,000. The city is located in Dakota County, one of the fastest growing counties in the state in terms of population, housing, and business growth. Inver Grove Heights is 30.12 square miles and has easy access to Interstate 494 and Minnesota State Highways 52, 55, and 3. Residents are 15 minutes from downtown St. Paul and 25 minutes from downtown Minneapolis.

There are three school districts that serve the community: ISD 199, 196, and 197, with the majority of students attending ISD 199 or 196. ISD 199 has three elementary schools, one middle school, and one high school located within the city. In addition, residents have access to schools in Apple Valley, Rosemount, Lakeville, Burnsville, and Eagan. Inver Grove Heights is also home to Inver Hills Community College, which strives to provide its graduates with transferable or career-focused degrees at an affordable price.

Veterans Memorial Community Center provides an array of recreation services to Inver Grove Heights residents. The community center has an ice arena with two sheets of ice, one of which is converted to indoor turf annually from March to October. The Aquatic and Fitness Center, features its own water park, an eight-lane lap pool and dive well. Inver Grove Heights is also home to the Rock Island Swing Bridge, which gives visitors a lovely view of the Mississippi River. The city has 29 parks, including an athletic complex at Rich Valley Athletic Complex, and mountain bike trails at Harmon Park Reserve. Every fall, the city hosts Inver Grove Heights Days, a local festival run by local volunteers that features sporting events for all ages, a parade, fireworks, and more.

The largest employers in the area are Flint Hills Pine Bend Refinery, Cenex/CHS Cooperatives, Inver Grove Heights Community College, ISD 199, and the City of Inver Grove Heights.

Vision Statement

A welcoming community on the river, with varied landscapes, that provides a safe environment, quality built and sustainable infrastructure, supports local businesses, a variety of housing and promotes culture and recreation.

Mission Statement

The mission of the City of Inver Grove Heights is to provide services and facilities that enhance the quality of life in our vibrant community.

The Organization

The city operates under a statutory form of government consisting of a four-member city council and the mayor who is a voting member. Council members serve four-year staggered terms, with two council members elected every four years and the Mayor elected every two years. Among its primary duties, the city council establishes a strategic vision for the city, makes laws, sets policies, adopts, and oversees a wide-ranging agenda for the community. The City Council appoints a City Administrator to head administrative functions and direct all city operations, projects, and programs. The city has a 2021 all-funds budget of \$60 million and employs a staff of 158 full-time equivalents and 308 part-time/seasonal employees.

The City of Inver Grove Heights is a full-service city, including police and fire protection, the construction and maintenance of highways, streets and other infrastructure, water and sewer services, community development support, and recreational activities and cultural events.

The Department

The Parks and Recreation Department contributes greatly to Inver Grove Heights' quality of life through the management and operation of parks, trails, and facilities and its development of cultural and recreational programming. The Veterans Memorial Community Center, located near City Hall, serves as the hub for many recreational activities and reflects long-standing relationships with ISD 199, the hockey association, and seniors. The city's Inverwood Golf Course boasts 27 holes on 275 acres of rolling hills and wooded terrain.

The department is organized into five divisions : Recreation, Golf Course Grounds, Golf Course Clubhouse, Parks Maintenance, and City Facilities Operations and Maintenance. The department has a regular staff of 32.75 FTEs (full-time equivalents) and 222 part-time and seasonal staff this year. The overall 2021 department budget is \$9.15 million. Inverwood Golf Course, which accounts for just over \$2 million of the department budget, is funded as an enterprise operation. The department's 2021 capital budget is \$7.7 million.





The Position

The Director of Parks and Recreation is responsible for the overall management of departmental programs, services, and operations and provides leadership for all full-time, part-time, and seasonal personnel. The position works closely with the Parks and Recreation Commission and the City Council in establishing policies, goals, and objectives; overseeing plan development and improvement projects to protect City investments in parks, trails, and facilities; and overseeing operations and maintenance of city facilities. In addition, this position collaborates with city and neighborhood groups to address community needs. The Director of Parks and Recreation reports to the City Administrator and has five direct reports: Parks Superintendent, Recreation Superintendent, Golf Course Superintendent, Golf Clubhouse Superintendent, and Operations and Maintenance Supervisor.

Major duties for this position include:

Serves as a member of the City's leadership team assessing organizational needs and contributing to strategic initiatives and issues impacting the organization.

Ensures the development and delivery of a comprehensive program of high-quality park and recreation services that is responsive to community needs.

Leads and manages departmental personnel:

- Ensures a respectful and inclusive workplace with opportunities for collaboration and professional growth.
- Assists division supervisors in establishing appropriate performance goals and standards for employees.
- Plans and coordinates employee training, coaching, recognition, and staff development activities.
- Recommends the hiring, promotion, discipline, and termination of direct reports.
- Assesses and implements updates to departmental structure, functions, and responsibilities to improve service delivery.
- Evaluates the performance of division managers and direct reports.
- Addresses and resolves employee issues, problems, grievances, concerns, or conflicts.

Oversees and manages the fiscal and financial operations of the department:

- Prepares and manages department expenditures, revenues, and capital budgets.
- Plans budgetary requirements and needs in accordance with the City's budgetary framework and policies.
- Conducts cost recovery analysis for park and recreation programs, events, facilities, and projects.
- Uses financial models to analyze funding requirements, cost recovery, and grant opportunities in collaboration with the Finance Department.
- Researches, oversees, and/or prepares requests for alternative funding (e.g., grants, donations, sponsorships, etc.).

The Position *continued*

Administers and manages all parks, trails, and facilities to ensure they are safe and maintained:

- Develops policies and procedures to ensure community needs and access to department programs and facilities.
- Develops comprehensive park, trail, and facility plans.
- Monitors department performance to optimize City's investment in department programs, facilities, and services.
- Provides input concerning risk management, safety, security, and emergency management.
- Develops capital improvement projects to meet community needs for new and existing facilities.

Conducts public and customer relation responsibilities:

- Develops strategic partnerships and collaborates with external organizations, groups, and advisory boards to meet community needs and garner support for programs and services.
- Makes public presentations and oversees communications and marketing strategies to inform the public of department programs, events, and services.
- Informs the public and staff concerning organizational mission, goals, and objectives.
- Serves as the spokesperson for the department; interacts with city officials concerning matters impacting the department.

Desired Capabilities

- Leads by example, action minded; provides clear and strategic direction
- Big picture thinker who champions parks and recreation's role in improving quality of life
- Problem solver with a fresh and creative perspective
- Organized and focused; stays current with the progress of multiple projects
- Sensitive to resident needs, seeks to build consensus when divergent opinions exist
- Builds partnerships and brings stakeholders together
- Approachable and visible in the community, regularly attends community events
- Results-oriented, brings strong execution skills
- Focuses on delivering five star-customer service
- Establishes momentum and brings a high energy level
- Engages department personnel in streamlining operations
- Understands financial relationships with partners and grantors, has a keen business acumen
- Communicates clearly and effectively and addresses questions and concerns, provides a compelling rationale for projects and improvements
- Collaborates effectively with all city departments
- Respects the opinions of others and is receptive to new ideas
- Delegates effectively to others and gives them opportunities to develop new skills



Leadership Opportunities

Strategic vision. The city recognizes the strategic role that parks and recreation contributes to its quality of life. As the city updates its strategic plan, the Director of Parks and Recreation will play an important role in engaging policymakers, organizational partners, and community members in articulating a vision for Inver Grove Heights' parks and recreation services.

Park development. Recently two new parks in the city's northwest quadrant have been approved for development. Vista Pines Park will have an area of eight acres and will feature a playground, bike skills courses, basketball courts, a blacktop trail loop, and open green space. Design of a yet to be named two-acre neighborhood park located on the city's ever expanding park trail system is also in the works. The Parks and Recreation Director will oversee these projects, and the continued, phased development of a newer, 60-acre park on the Mississippi riverfront called Heritage Village Park.

Master planning. Master planning for the northwest quadrant is underway with assistance from the Hoisington Koegler Group Inc. The Director of Parks and Recreation will provide leadership to this process to align short- and long-term park investments with the 2040 Comprehensive Plan and engage the community.

Partnerships. The Director of Parks and Recreation will build relationships with organizations that take an interest in parks and recreation programming, from Dakota County and area school districts to various community and non-profit organizations and explore opportunities to leverage resources and partnerships for the better good.

Asset utilization and optimization. With substantial investments made in city parks and recreation facilities nearly 20 years ago, a fresh look at maintenance and new technologies is needed to ensure efficient asset management and utilization. The Director of Parks and Recreation will recommend actions to improve the competitiveness of these assets and their continued ability to meet community needs and attract visitors.

Park and recreation financing. The Parks and Recreation Director will review policies related to financing park developments and improvements and recreation programming and work with the City Council to update policies. Clarification of policies related to land dedication and fees in lieu of land is needed. Also reviewing policies on reasonable programming and operations cost recovery is needed to highlight the relationship between park utilization, access to services, and funding sources.

Department structure. Reviewing the departmental structure and staffing will also be a priority for the Parks and Recreation Director to ensure that the department is aligned with its strategic direction and plans for optimizing assets.



Qualifications and Experience

This position requires a bachelor's degree in parks and recreation administration, landscape architecture, public administration, or a closely related field and eight years of progressive parks and recreation experience, including at least three years of supervisory/management experience. Equivalent combination of education and experience will be considered. Qualified candidates will demonstrate strong leadership skills, experience working with governing and advisory board, effective management of parks and recreation finances, including enterprise operations, experience in park planning/development, and a record of successful community partnerships. Effective oral and written communication and presentation skills are required. Experience operating a community center or comparable facility and success in generating revenues are a plus.

Compensation and Benefits

The starting 2021 salary range for this position is \$122,658 - \$155,854, depending on qualifications and experience. The city offers a full range of employee benefits, including participation in the Minnesota Public Employees Retirement Association. Residency is not required. Relocation assistance is negotiable.



Application and Selection Process

Qualified candidates please submit your cover letter and resume online by visiting our website at:

<https://bakertilly.recruitmenthome.com/postings/3057>

This position is open until filled; first review of resumes occurs on September 17, 2021. Following this date, applications will be screened against criteria outlined in this brochure. For more information or to request accommodations, please contact Sharon Klumpp at sharon.klumpp@bakertilly.com or 651-223-3053 or Patty Heminover at patty.heminover@bakertilly.com or 651-223-3058.

For more information about the City of Inver Grove Heights, please visit <https://www.ighmn.gov/>

The City of Inver Grove Heights is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



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