



City of Little Canada, MN

Parks and Recreation Director Recruitment Profile

City of Little Canada, MN

Parks and Recreation Director



The City of Little Canada seeks an experienced and innovative leader to serve as the next Director of its Parks and Recreation Department. Over the past five years, the City of Little Canada has invested over \$2.6 million in park amenities and improvements, with another \$4.75 million of new park expenditures included in the Capital Improvement Plan (CIP) budget for 2024-2026. This historic outlay provides an exciting opportunity to build upon the City's firm foundation of investment in Parks and Recreation.

The City of Little Canada seeks a creative and engaging leader who can collaborate effectively with employees across the organization, elected officials, various civic groups, and the public to shape the future of recreational opportunities for the community. The position is responsible for overseeing all City parks, trails, facilities, recreation programs, and partnerships.

The ideal candidate will have a proven track record of effective leadership, strong written and oral communication skills, creative problem-solving, and the ability to collaborate with staff, elected and appointed officials, and the community to enhance the City's parks and recreational system to build a better community. A successful candidate will also possess strong financial skills and understand the importance of customer service, leading by example to earn the trust and respect of others while balancing the needs of employees, department head peers, and City leaders.

All inquiries relating to the recruitment and selection process for the Parks and Recreation Director position are to be directed to Heidi Heller, City Clerk/HR Manager for the City of Little Canada at heidi.heller@littlecanadamn.org.

Formal applications should be submitted to littlecanadamn.org by March 8 at 4:30 PM.

Quick Facts

Population	10,820
Parks	9
City Park Acreage	178
County Parks	1
School Parks	2
Nature Area	1
Playgrounds	5
Ice Rinks	2
Shelters	3
Annual budget	700,000
Full-time staff	3
Part-time & Seasonal staff	10



The Community

The City of Little Canada is centrally located on the northeast hub of the metropolitan freeway system, only minutes from the Minnesota State Capitol and downtown St. Paul and 15 minutes from downtown Minneapolis. With a population of 10,820 (2020 Census), Little Canada's demographics continue to grow in diversity, with over 15% identifying as Asian alone, non-Latinx, over 10% of Little Canada's population identifying as Hispanic or Latinx, and over 10% identifying as Black alone, non-Latinx.

Little Canada is home to several educational institutions, including public and private elementary schools: Roseville Area School District 623 Middle School, Little Canada Elementary, Academy for Sciences and Agriculture (AFSA) Elementary, and Saint Johns Catholic School. The City is proud of our business community, including several commercial corridors and a well-developed industrial area.

The City partners with several civic clubs and organizations to help coordinate community projects and special events. Organizations include, but are not limited to, the Little Canada Recreation Association, the Little Canada Canadian Days Committee, and area scouting groups.



Ice skating lessons



Farmers Market



Ice Cream Social

The Parks and Recreation Department

The Parks and Recreation Department is responsible for a wide range of services for the City, including recreation programs, City-wide special events (Ice Cream Social, Cookies with Santa, Movies in the Park, 5K Sap Run, and more), park and recreation trail maintenance, management of open space, and oversight of the administration of public facilities for recreational purposes such as parks, shelters, and the Old Fire Hall.

The Parks and Recreation Department is responsible for oversight of the City's tree inspection program and works in conjunction with both the Public Works and Community Development Departments to curb Emerald Ash Borer within the City.

Several documents guide the strategic work of the Parks and Recreation Department, including the City's Comprehensive Plan, the 2022 Strategic Plan, and the 2018 Park System Master Plan. In consultation with the Parks & Recreation Commission, the Parks and Recreation Department develops long-range plans for parks and recreation facilities to ensure the appropriate utilization of land, buildings, and other resources.

Budget preparation includes recommendations regarding fees charged for programs of the Department to meet budget projections. The CIP budget shall be submitted to the Parks & Recreation Commission for approval before submission to the City Council. All budgets are to be reviewed by the City Administrator before submittal to the Parks & Recreation Commission.

The Position

The Parks and Recreation Director serves as a member of the City's leadership team and reports directly to the City Administrator. Some of the key responsibilities of the position include:

- Oversee the development and implementation of flexible and inclusive recreational programs for all residents, including diverse social groups, races, ethnicities, age groups, and genders for a wide variety of abilities and interest levels within the community.
- Serve as staff liaison to the Parks & Recreation Commission during their scheduled meetings and is responsible for agenda preparation in consultation with the Commission Chair, including the preparation of staff reports as required.
- Hires, trains, supervises, disciplines, and directs employees under their control, including all full-time, part-time, and temporary personnel in parks maintenance & recreation programming.
- Prepare and implement the annual operating and Capital Improvement Plan (CIP) budget for the Parks & Recreation Department.
- Manage the maintenance of Parks and Recreation facilities and park amenities in coordination with the Public Works Director.
- Serve as staff liaison to the Parks & Recreation Commission and prepare staff reports and other agenda materials. Attend meetings of the Park and Recreation Commission, City Council, and other public meetings as needed or as delegated.

Minimum Qualifications

This position requires a bachelor's degree in parks and recreation management, public administration, business administration, or a closely related field from an accredited college or university. A master's degree is a plus.

A combination of 10 or more years of education, training, and experience that provides the necessary knowledge, skills, and abilities will be considered.



Compensation & benefits

The salary range for this position is \$99,125 to \$123,997, with an anticipated hiring range between \$99,125 to \$109,107.

The City also offers generous benefits and a retirement package.



How to apply

Candidates must apply by completing an online application and submitting a resume and cover letter at littlecanadamn.org. Applications are due on March 8 at 4:30 PM.

Little Canada is an Equal Opportunity Employer.

