



PARKS & RECREATION DIRECTOR

BROKEN ARROW, OKLAHOMA



BROKEN ARROW
Where opportunity lives

THE COMMUNITY

Located in northeast Oklahoma, Broken Arrow is the fourth largest city in the state, with an estimated population of 112,000 people spread out over 55 square miles. The City is located in Tulsa and Wagoner counties and is part of the Tulsa metropolitan area, which has a population of almost one million. From 2000 to 2010, U.S. Census Bureau numbers show the City grew by 32%, making it one of the fastest growing incorporated municipalities in Oklahoma. Broken Arrow is also home to the third largest manufacturing hub in the state, with many employees working in the energy sector. Residents in Broken Arrow enjoy a high quality of life, characterized by low crime, high performing schools, affordable housing, and easy access to many parks and recreational facilities.

Though Broken Arrow was originally an agricultural community, its current economy is diverse. The City has the third-largest concentration of manufacturers in the state. Major employers in the area include Broken Arrow Public Schools, Wal-Mart Stores, Northeastern State University, FlightSafety, the City of Broken Arrow, and Zeeco.



Broken Arrow has received many awards and accolades for its livability over the years. It was named the "2nd Happiest Mid-Size U.S. City" by Zippia and the "9th Best for Most Customer Friendly U.S. City" by Yelp in 2016. It has also been ranked one of the best U.S. cities for first-time home buyers by WalletHub, one of the safest cities in Oklahoma by Movoto, and one of America's 50 best cities to live by 24/7 Wall Street. The City fosters a sense of community by sponsoring seasonal festivals and events each year, including Rooster Days, a local Farmers Market and musical performances in the park. With destination attractions in the Rose District, the Performing Arts Center, Warren Theatre, Bass Pro Shops and more, residents and visitors have many options when it comes to choosing shopping, dining, cultural and entertainment activities. Broken Arrow has more than 800 acres of parkland and manages 38 parks, including a trail system and nature center.

The Broken Arrow Public School District is composed of twenty-five schools, including fifteen elementary schools, five middle schools, and five secondary schools. A portion of the City is also served by Union Public Schools and Bixby Public Schools. For those seeking higher education, Northeastern State University has a campus in Broken Arrow. Other area universities and colleges include Tulsa Tech, Tulsa Community College, University of Tulsa, Oklahoma State University, Langston University, and the University of Oklahoma.

Broken Arrow has a median income of \$70,430 and an average home value of \$164,935. The City's ad valorem rate is 16.92 mills.

GOVERNANCE & ORGANIZATION

Vision

The City of Broken Arrow will set the standard by providing the best municipal programs and services in the region, while promoting a positive environment for families, business, community organizations, and visitors. Broken Arrow will continue to be a community that residents are proud to call home.

GOVERNANCE & ORGANIZATION, continued

The City of Broken Arrow operates under a council-manager form of government and is divided into four wards which are redrawn periodically in an effort to keep a fairly even population distribution in each. The legislative and policy-making body consists of a five-member City Council, with four members elected by wards and one member elected at-large, each serving staggered terms for a period of four years. The Mayor is elected within the Council membership. The City Manager is responsible for the day-to-day operations of City government.

Broken Arrow has more than 800 employees and an FY2018/19 budget of \$254 million.

Administration Top Priorities for 2019

- Implementation of projects from the voter-approved \$210,000,000 General Obligation Bond Program
- Continue implementation of \$150,000,000 Utility Capital Improvement Program
- Pursue the Utility Department's 10-year Capital Improvement Program
- Complete tourism asset and travel inventory
- Expand television programming on government access channel
- Continue economic development, job creation, and business attraction



ABOUT THE DEPARTMENT

The Parks and Recreation Department manages over 800 acres of public land, with 38 parks throughout the City. Recreation opportunities abound for the entire family in active and passive green space but also in special events like the Daddy Daughter Dance, Concerts in the Park, Mom & Son Luau, and the Kids Fishing Derby, and residents are able to stay active year-round. Some of the most popular venues include Battle Creek Golf Club, various community centers, cycling and running trails, disc golf, football, baseball, soccer, softball, a skate park, splash pads, and swimming pools.

ABOUT THE POSITION

The Parks and Recreation Director is responsible for the following:

- Plans, directs, and coordinates public recreational services provided to citizens
- Evaluates and identifies present and future community needs, establishes priorities, formulates short and long-range parks and recreation plans, and implements new strategies for improved services
- Creates long-range goals and objectives, institutes the organizational structure, implements strategic plans, and provides the overall direction for the department
- Supervises professional, administrative, and maintenance personnel
- Directs the training and development of departmental staff
- Researches, analyzes, recommends, and coordinates projects for the department
- Confers with public groups, clubs, and organizations to promote and gain feedback on parks and recreation services
- Prepares and presents annual operating and capital budget
- Develops, reviews, revises, and enforces policies
- Monitors the progress of capital projects being constructed for the department
- Works closely with the CVB regarding sports teams from other communities coming to Broken Arrow for several days at a time

This position reports to the Assistant City Manager, City Manager, and the City Council.



LEADERSHIP & INNOVATION

In addition to the investment of \$17.75 million for quality of life improvements and \$5.5 million for public facility improvements funded through a bond issue, the Parks and Recreation Department is working on the following projects:

- Constructing a new adult softball complex facility; the design is 95% complete and is going to bid in January 2019 (\$7.2 million)
- Designing a new community park which will consist of 40 acres adjacent to a school (\$3 million)
- Constructing an armed forces meeting hall next to Veterans Park (\$2 million)
- Installing a new irrigation system at the public golf course (\$2.5 million)
- Converting two football fields to synthetic turf (\$1.5 million)
- Converting four soccer fields to synthetic turf (\$3 million)
- Designing and constructing nine new playgrounds (\$965,000)
- Expanding the skate park (\$650,000)
- Adding concession and restroom facilities to the girls softball complex (\$750,000)
- Developing a two-mile trail along Main Street
- Updating the 2008 Parks and Recreation Master Plan in conjunction with the City's Comprehensive Plan, which will be completed in January 2019

IDEAL CANDIDATE

The City of Broken Arrow is seeking an experienced, dedicated, and customer service-focused Parks and Recreation Director. The ideal candidate will have a strong knowledge of park management principles and strong budgeting skills, with the ability to create and guide the implementation of capital improvement plans and programs.

The selected individual will be an effective and diplomatic communicator with well-developed critical thinking skills. The Director will evaluate and recommend improvements to existing programs and propose new initiatives as needed to improve service delivery and increase department effectiveness and efficiency. The new Parks and Recreation Director must be able to create plans for and guide implementation of major construction projects and new technology systems. A candidate who is comfortable working with a variety of sports committees, boards, and other stakeholders will be successful.

The chosen candidate will be an approachable leader with a proven collaborative style of management who invests in the team, leads by example, and is willing to actively engage in assisting other team members to achieve success. The Director must be an interactive team member who communicates effectively with all facets of the organization, including employees and City management. The next Director will build effective and supportive relationships and understand the importance of building a team environment, both within the department and with other City departments.

The selected individual must have a demonstrated track record of utilizing NRPA maintenance standards. A candidate who has experience with the various grant programs available for parks and recreation facilities is strongly desired. Knowledge of highly technical computer applications, such as GIS, CAD, and RecTrac is required.



EDUCATION & EXPERIENCE

The selected candidate must hold a bachelor's degree in a course of study related to the occupational field, supplemented with five to seven years of related experience. A Certified Park and Recreational Professional is preferred. An equivalent combination of education and experience which provides the requisite knowledge and skills will be considered.

COMPENSATION & BENEFITS

The starting salary range is \$94,500 to \$125,000 with the top of the range at \$151,000. The City offers a competitive benefits package, including health, dental, and life insurance, retirement contributions, and generous leave.

RESOURCES

City of Broken Arrow

www.brokenarrowok.gov

Broken Arrow Chamber of Commerce

www.brokenarrowchamber.com

Visit Broken Arrow

www.visitbrokenarrowok.com

APPLICATION PROCESS

Please apply online at: <http://bit.ly/SGRCurrentSearches>

For more information on this position contact:

Gary Holland, Senior Vice President

Strategic Government Resources

GaryHolland@GovernmentResource.com

405-269-3445

This position is open until filled. To view the status of this position, please visit: <http://bit.ly/SGRCurrentSearches>

Eligibility for City employment is based on merit, fitness and the qualifications established for a particular position. No person will be favored or discriminated against because of age, race, gender, political or religious affiliations, national origin or ancestry in any manner involving employment.

