Position: Parks and Recreation Director

Department: Parks and Recreation

Parks and Recreation Summary:
The Parks and Recreation Department’s mission is to provide quality recreation opportunities for the citizens of Marshfield that are both accessible and affordable, and to plan, promote, acquire, develop, and maintain parks and recreation facilities that enhance the City of Marshfield and meet the recreational needs of the community.

Manages and maintains the Wildwood Zoo, Oak Avenue Community Center, Wildwood Station Building, Senior Community Center, Marshfield Skate Park, Hefko Swimming Pool, Tennis/Racquetball Center, community athletic fields, 280 acres of park land in 19 parks, over twelve miles of pedestrian/bicycle trails and high quality community athletic facilities including six soccer fields, three softball fields, four baseball fields, and eight tennis courts.

Provides management and maintenance services for the City owned facilities at the Marshfield Fairgrounds Park and works cooperatively with the Central Wisconsin State Fair Association and Marshfield Fair Commission to improve the facilities and increase utilization of the Marshfield Fairgrounds Park.

Provides activities for all ages in aquatics, athletics, trips, instructional programs, and special events. Provides support services and program assistance to a variety of non-city recreation organizations whose programs serve the citizens of Marshfield.

Provides management and maintenance services for the Marshfield Senior Center and works cooperatively with the Marshfield Senior Citizens Council, Marshfield Committee on Aging, Senior Citizens Employment and Training, and the Aging and Disability Resource Center of Central Wisconsin to provide activities and services for older adults including social recreation activities, educational programs, and special events.

The 2014 Comprehensive Outdoor Recreation Plan can be found on our web at http://ci.marshfield.wi.us/departments/parks_and_recreation/survey_results_comprehensive_outdoor_recreation_plan.php

Community Background: Marshfield, a regional center located in central Wisconsin, takes great pride in its unparalleled quality of life and its 2008 designation as one of the nation’s top 20 “Dream Towns” by Demographics Daily, based on healthy economics, moderate cost of living and strong educational systems. This
community of 19,454 features a historic downtown; consistently high performing schools; the UW-Marshfield/Wood County campus; and Mid-State Technical College. Healthcare is the dominant industry anchored by the Marshfield Clinic, the largest private group medical practice in Wisconsin and one of the largest in the nation, and Saint Joseph’s Hospital, a 500-plus bed tertiary care teaching facility. Other major employers include Roehl Transport and Marshfield Door Systems.

Marshfield is proud to be considered "Best Place to Live in Wisconsin and Eighth Best Place to Live in America" according to Bizjournals.com. Demographics Daily selected Marshfield based upon such criteria as its excellent health care, schools, supply of good jobs, and small-town character. Other qualities considered were Vitality, Connection to Cultural Mainstream, and Low Cost of Living. Thanks to the world-class care provided by Marshfield Clinic and Saint Josephs’ Hospital, the community actually ranked in the top 10 for health care. Marshfield was also in the top 50 for the education and freedom from stress categories.

City Government: The City of Marshfield is guided by its mission to create an efficient, successful and sustainable organization providing insightful stewardship of the community, its heritage and its legacies. The city strives to deliver the highest quality, cost-effective and most responsive services possible to residents, taxpayers, visitors and investors, while maintaining an atmosphere of professionalism, integrity, responsiveness and accountability.

Recent accomplishments for Marshfield include achieving an Aa2 credit rating, one of the highest ratings available to a community of Marshfield’s size; construction of a Gold LEED-certified fire station and reconstruction of Central Avenue through the heart of the city’s historic downtown.

The City of Marshfield is organized as a mayor-council plan under Chapter 62 of Wisconsin Statutes. The Mayor, who serves as the city’s chief executive officer, is elected to a two-year term in even-numbered years. The Common Council includes the Mayor and ten alderpersons, elected by district to two-year terms. Alderpersons representing odd-numbered districts are elected in even-numbered years and alderpersons representing even-numbered districts are elected in odd-numbered years.

Description of Duties: The Director of Parks & Recreation administers, directs, plans and supervises the activities of the Parks & Recreation Department. Responsible for parks and zoo development and maintenance; fairgrounds and Oak Avenue Community Center operations and maintenance; and recreation programming. Directs the development and implementation of policies and procedures. Develops an annual department budget and five-year Capital Improvement Program. Supervises the activities of the Parks and Recreation Supervisors. Works closely with Parks, Recreation and Forestry Committee preparing and distributing meeting agendas and minutes. A full job description can be found at the end of this document.
**Qualifications:** Bachelor’s Degree in Parks & Recreation, Administration or related area with an accredited program in Parks & Recreation. Master’s Degree preferred. 5-7 years of experience in an upper level management capacity within a municipal leisure services agency required. Certification as a Certified Leisure Professional through the National Recreation and Park Association desirable. Thorough knowledge of the objectives and ideals of public parks and recreation including an understanding of the diverse activities which constitute a community parks and recreation system. Ability to demonstrate enthusiasm, motivation and creativity in planning, directing and supervising. Knowledge of standards pertinent to the profession. Ability to prepare, analyze and administer budgets, projects and operations of a comprehensive leisure services system.

**Benefits:** Excellent fringe benefits. A full listing can be found at the end of this document.

**Salary Range:**

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<th>Date</th>
<th>Minimum</th>
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**Application Instructions:**
To apply, submit a cover letter, resume, and City of Marshfield Application for Employment (application can be found at [http://ci.marshfield.wi.us](http://ci.marshfield.wi.us)) to the City of Marshfield Human Resources Office, Hr@ci.marshfield.wi.us or 630 S. Central Avenue, Suite 721, Marshfield, WI 54449. (715) 387-6597. **Deadline – March 13, 2015 at noon.** Equal Opportunity Employer.

**Please hold the date:** If possible please hold March 23, 2015 open for a tour and interview with selected candidates. If you are already otherwise committed on that date, the City will work with you on an alternate date.

**Please note:** If providing an e-mail address we will notify you of the status of the process through e-mail exclusively. It is recommended that you check your e-mail daily throughout this process. If not providing an e-mail, contact will be made via telephone or through the U.S. Postal service.