



Assistant Superintendent for Recreation



**Minneapolis
Park & Recreation Board**

fast facts

1883	Year MPRB established
15.4 million	Estimated regional park visits
5 million	Estimated neighborhood park visits
182	Park properties
6,732	Acres of parkland and water
200,000	Boulevard trees
50	Recreation centers
27	Computer labs open to the public
6	Skate parks
215	Playgrounds
60	Wading pools
2	Water parks
12	Authorized beaches
12	Fishing piers
6	Boat launches
4	Canoe launches
345	Sailboat buoys
438	Canoe/kayak racks
7	Outdoor performance stages
59	Miles of parkways
51	Miles of Grand Rounds walking paths
51	Miles of Grand Rounds biking paths
6	Dog off-leash recreation areas
12	Gardens
2	Bird sanctuaries
7	Golf courses
3	Golf driving ranges
1	Winter recreation area
2	Indoor ice arenas
47	Outdoor ice rinks
396	Multipurpose sports fields



Minneapolis Park and Recreation Board

Organization Structure

The Minneapolis Park and Recreation Board (MPRB) is an independent, semi-autonomous body responsible for maintaining and developing the Minneapolis Park system to meet the needs of citizens of Minneapolis. This unique structure allows independent decision-making so the MPRB can efficiently oversee a diverse system of land and water. Nine Park Board Commissioners are elected every four years: one from each of the six park districts within the city and three that serve at-large. The policy-making Board of Commissioners appoints the Superintendent to provide high-level oversight and leadership to the nationally renowned park system. Four Assistant Superintendents, all appointed by the Superintendent, oversee administration, operations, planning and recreation with a staff of 465 full-time and 1200 part-time employees and an annual general fund operating budget of \$58 million and a \$16-\$18 million annual capital projects budget. The MPRB is one of five Minnesota park agencies and one of only 99 agencies in the United States that is accredited by the Commission for Accreditation of Park and Recreation Agencies (CAPRA).

Mission

The Minneapolis Park and Recreation Board shall permanently preserve, protect, maintain, improve and enhance its natural resources, parkland and recreational opportunities for current and future generations.

The Minneapolis Park and Recreation Board exists to provide places and recreation opportunities for all people to gather, celebrate, contemplate and engage in activities that promote health, well-being, community and the environment.

Residents Recognize Value of Parks

Minneapolis residents recognize the value of parks – 99 percent think the Park System plays an important role in serving the public, 96 percent think the parks and lakes play a key role in the physical health and wellness of city residents, and 94 percent say the Park System contributes to the economy by increasing the value of properties near parks.

The Way We Work

The Employees of the Minneapolis Park and Recreation Board:

- Work and accept responsibility to search for, create and execute new and innovative approaches to improve the performance of Park Board services and objectives.
- Assist external and internal customers to serve their needs and take responsibility for continuously improving customer service.
- Foster meaningful interaction among people through the exchange of information to produce understanding.
- Continuously develop and use effective strategies and interpersonal styles to engage and guide others toward the accomplishment of identified objectives and goals in the best interest of the Park Board and community.
- Consistently work toward the common good of the organization and encourage others to do the same.
- Conduct themselves at all times in a professionally appropriate and respectful manner.
- Apply the proper safety/security practices according to established protocols, guidelines and policies.



Assistant Superintendent for Recreation – Position Responsibilities and Requirements

The Recreation Services Division provides expertise to lead, provide and create affordable recreational, cultural, educational, and leisure opportunities to benefit and enhance the lives of all Minneapolis residents. The division oversees recreation facility operations, including recreation centers, golf courses, aquatic facilities and beaches, ice arenas, cross country skiing venues, and Wirth Winter Recreation Complex; recreation, education, and interpretive programming; use and event permitting; and athletic fields and complexes. The Assistant Superintendent for Recreation performs a variety of routine and complex work in managing all phases of the Park Board's recreation activities to effectively fulfill the organization's mission in serving the community.

Essential Job Duties

- Responsible for the overall management of the Minneapolis Park and Recreation Board Recreation Services.
- Provide strategic leadership and management for Recreation Services to include highly responsible recreation and administrative work for all activities of the division.
- Demonstrate leadership building a collaborative environment including working across division lines and forming partnerships that foster better citizen services, eliminate barriers to achieving results, build alliances with key decision makers, and take full advantage of available resources.
- Direct and manage the current activities and long-range planning of the division to assure that recreation centers, golf courses, aquatic facilities, ice arenas, cross country skiing venues, and Wirth Winter Recreation Complex; recreation, education, and interpretive programming; youth and adult sports; use and event permitting; MPRB parking program; and athletic fields and complexes are compatible with the Park Board's mission and in compliance with all regulatory bodies.
- Engagement in development and update of the Park Board's Comprehensive Master Plan, ensuring that current and future recreation facilities, programs and services are appropriately incorporated in the Park Board's Master Plan
- Develop and implement new systems to improve and streamline recreation work processes that are integrated and coordinated within the Recreation Division and across the organization when appropriate.
- Develop and implement innovative partnerships and services.
- Demonstrate political acumen.
- Hire, supervise, train, evaluate, develop and discipline subordinate employees for development of a professional and support staff with a high degree of competence and sound judgment.
- Staff representation to the Minneapolis Park and Recreation Board and Committees and other citizen and governmental boards and committees to further the objectives of the Park Board.

Related Work

- Prepare and administer the Recreation Services budget and corresponding revenue; analyze and recommend appropriate fees for programs and services.
- Implement Park Board and City policies and guidelines.
- Determine and implement Recreation Services policies and processes and make difficult technical and administrative decisions.
- Oversee the documentation of all recreation related processes and projects using best practices and assure regulatory compliance and compliance with the Park Board retention plan.
- Develop and maintain effective communications and relationships with other Park Board staff and Commissioners, public agencies, and the general public to assure understanding and coordination of recreation activities.
- Confer with and advise staff on issues relating to recreation facilities, programs and services and ensure compliance with all regulatory issues and administrative matters.
- Respond to administrative and Board requests.
- Analyze and compile technical and statistical information and prepare technical reports.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Oversee incorporation of technological improvements in Recreation Services.
- Work to proactively resolve problems and conflicts that surface with recreation issues.
- Keep the Superintendent promptly informed of matters as they relate to the Division and Park Board.
- Perform other related duties as apparent or assigned.



Assistant Superintendent for Recreation – Position Responsibilities and Requirements

Knowledge *(position requirements at entry)*

The Assistant Superintendent for Recreation will have the knowledge of:

- Modern principles and best practices of recreation programming and facility management and child care programming and management.
- Modern principles and best practices of specialized recreation facility and program management such as golf courses, ice arenas, pools, waterparks, beaches, athletic fields, event permitting, parking program, innovative partnerships and services.
- Contemporary principles and best practices of public administration.
- Modern principles and best practices of recreation program design, community implementation, and scheduling involved in city wide, multi-cultural recreation programs and services.
- Contemporary principles and best practices of personnel management and supervision.
- Contemporary principles and best practices of accounting, budget preparation, organization management and analysis of data.
- Computers and software applications used in business settings and recreation work (e.g. word processing, spreadsheets, recreation program and facility management systems, asset management software system, and personnel management software).
- Outstanding customer service principles and practices.
- Basic contract laws and regulations.
- Pertinent federal, state, county and city laws, codes, ordinances and regulations.

Training and Experience *(position requirements at entry)*

The Assistant Superintendent for Recreation will have the following training and experience:

- Bachelors Degree from an accredited college or university with a major in Parks and Recreation, Recreation Administration, Public Administration or closely related field. (Master's Degree Preferred)
- Increasingly responsible experience in recreation programming and service delivery, including youth, adult and families: at least five years
- Increasingly responsible experience in varied recreation facility operation and management: at least five years
- Increasingly responsible experience in leadership, management, and administration: at least four years
- Experience supervising others: at least seven years
- Experience supervising unionized employees: at least four years (desired)

Skills and Ability *(position requirements at entry)*

The Assistant Superintendent for Recreation will have the skills and ability to:

- Understand, correctly interpret and effectively communicate with others applicable policies, procedures, laws and regulations.
- Critically analyze operations, collaboratively design and institute improvements without disruption of existing operations.
- Imaginatively and effectively identify and evaluate plan alternatives in relation to trends, costs, social pressures and needs.
- Thoughtfully organize and creatively administer the functions of current and long-range recreation facility and program planning.
- Thoroughly evaluate program alternatives and make recommendations for improvements in recreation programs, facilities, and service delivery.
- As Assistant Superintendent, provide comprehensive support to assure the successful and effective performance of all division staff.
- Provide both oral and written communication that is easily understood and direct in its content.
- Listen effectively to understand thoroughly the intended message.
- Analyze pertinent data and provide meaningful reports pertaining to the operations of the Recreation Division.
- Establish and maintain effective, respectful, and productive working relationships.
- Negotiate effective and appropriate solutions to difficult conflicts.
- Set appropriate priorities while coordinating multiple facilities, programs and projects to meet community needs within the scope of the budget allowances while meeting critical deadlines.

Compensation and Benefits

The Minneapolis Park and Recreation Board provides a competitive salary and benefit package.

Application Process

Interested applicants should forward a cover letter and resume to:
resumes@affionpublic.com
Reference: MPRB

Affion Public
20 North 2nd Street, Suite 200
Harrisburg, PA 17101
888-321-4922
Fax: 717-214-2205
www.affionpublic.com



Recreation Services Key Initiatives

The Assistant Superintendent for Recreation performs a variety of routine and complex work in managing all phases of the Park Board's recreation facilities and services to effectively fulfill the organization's mission in serving the community. Below is a list of current key initiatives in Recreation Services.

- **Strategically improve the function and operation of the Recreation Division:** The MPRB underwent a significant reorganization in October 2010, shifting from a geographic model to a functional model, with five Assistant Superintendent and dramatic changes implemented in the Recreation Division. In October 2011, further structural changes were implemented, reducing the number of Assistant Superintendents from five to four with additional recreation facilities and services moved to recreation. With these changes, challenges have arisen as well as opportunities to improve the function and operation of the Division.
- **Implement an evaluation system for youth and adult recreation programs to identify opportunities for improving services and reducing barriers to participation:** The demographics of Minneapolis have changed dramatically over the past 50 years and the MPRB needs to assess the current programs and services to ensure they are meeting the current and future needs of city residents. In addition, the MPRB needs to identify and reduce barriers to participation in youth and adult recreation programs.
- **Develop, implement and assess a program strategy for expanding services aimed at improving the health of youth program participants:** Park and recreation services are crucial to providing opportunities for active lifestyles and improved health. With increased health issues such as obesity and diabetes facing children, the MPRB is committed to providing services and activities to address health issues and help young people integrate healthy activities into their lives.
- **Manage \$10.2 M general fund operating budget and \$14.2 M enterprise fund operating and capital improvements budget:** The Recreation Division includes general fund and enterprise fund operations. General fund activities include 50 recreation centers with associated programs and events, two swimming pools, swimming beaches and wading pools, and an extensive youth sports program. Enterprise fund activities include seven golf courses, three golf learning centers, two ice arenas, MPRB parking system, use and event permitting, private vendor agreements, Wirth Winter Recreation Complex, athletic fields, a water park, extensive adult sports program, and school-aged child care.
- **Develop and implement strategies for improving volunteer opportunities within the recreation division to increase volunteerism and volunteer satisfaction, and to enhance and expand recreation programming:** The MPRB has an active volunteer base providing support for youth and adult sports, special events, programming and neighborhood activities. The organization needs to evaluate volunteer involvement and develop an outreach plan to enhance and improve the volunteer program within recreation services to enhance and expand recreation programming.
- **Develop and implement a recreation division scholarship program to replace existing fee waiver system to improve program access and reduce or eliminate financial barriers to participation:** Program and activity fees are a barrier to recreation programs and services, particularly in urban communities. The MPRB has a fee waiver program that provides access for all to MPRB programs and services. The fee waiver program is not effective to truly provide full access to programs and services. The Recreation Division is developing a scholarship program to replace the existing program to improve access and reduce or eliminate financial barriers to participation in programs.
- **Work with Planning Division staff to develop activity plans for skate parks, recreation centers, courts and winter recreation that articulate capital needs, delivery goals, maintenance guidelines, design standards, sustainable design options and technologies, and system-wide service delivery to meet the diverse community needs of Minneapolis residents and visitors:** The MPRB has a variety of recreation facilities to meet the needs of Minneapolis residents and visitors. These facilities need to be evaluated for their current and future effectiveness.
- **Work with Planning Division staff to monitor energy consumption and carbon dioxide emissions of all recreation centers and ice arenas and use the information to determine capital improvements for these facilities that will reduce overall energy use:** Sustainability is a key goal of the MPRB, and managing energy consumption is one component of improved sustainability. The MPRB is undertaking efforts to improve our use of energy to be better stewards of the world's energy.



Minneapolis Distinctions

- One of 10 greenest cities in the nation – *Move.com* 2011
- Minneapolis/St. Paul area ranked top in nation for volunteering – *National & Community Service* 2011
- One of 18 Coolest Cities in the U.S. – *Men's Journal* 2011
- 4th Best Place in the World for A Summer Trip – *National Geographic Magazine* 2011
- Tops the list for best bike cities – *Bicycling Magazine* 2010
- Named the Best U.S. City for Young Professionals – *Today Show* 2010
- Second fittest city in America – *Men's Fitness magazine* 2008
- One of the world's top biking cities - *Travel and Leisure magazine* 2009
- Among top-10 best cities in the nation – *Outside Magazine* 2009



Minneapolis Park & Recreation Board

2117 West River Road
Minneapolis, MN 55411

612-230-6400 *phone*

612-230-6500 *fax*

Visit us at www.minneapolisparcs.org