

The City of Plant City, Florida seeks a visionary leader to serve as its next **Parks & Recreation Director**



IT STARTS IN
PARKS
HEALTH • COMMUNITY • ECONOMY • ENVIRONMENT

To promote an enriched quality of life for Plant City residents and visitors through a wide range of superior leisure opportunities, operate our City's cemeteries while serving our families with empathy, and maintain the City's park land, public green spaces, and play areas for a world class user experience.



THE COMMUNITY

The City of Plant City is geographically located in the middle of Florida's west coast in northeast Hillsborough County (the 4th largest county in the state), 25 miles east of Tampa, immediately west of Lakeland, and 60 miles west of Orlando. Named after Henry B. Plant, who constructed the railroad connecting Plant City to the South Florida Railroad, Plant City thrives in its historic role as an agriculture center and is home to a robust manufacturing sector and a high quality of life.

Also known as the Winter Strawberry Capital of the World, Plant City produces more than three- fourths of the nation's midwinter strawberries. Plant City is also host to the annual Florida Strawberry Festival®, which brings more than a half-million visitors to the city in late February through early March.

Plant City also hosts a campus of Hillsborough Community College and is home to South Florida Baptist Hospital, a high-tech community hospital that is also part of the BayCare hospital network. Plant City is proud of having the best of big-town amenities while preserving its small-town charm.

The City includes more than 2,000 acres of privately owned industrial parks, which are home to regional distribution centers for companies such as ACE Hardware, Evergreen Packaging, Williams-Sonoma, Inc., C&S Wholesale, Linder Industrial Machinery, Home Depot, Gordon Food Service, International Paper, James Hardie Building Products, Kerry Ingredients & Flavours, Dart Container Corp., and Tata Tea.

THE ORGANIZATION

Plant City has a Commission-Manager form of government. Citizens elect five (5) City Commissioners at large to serve overlapping 3-year terms, one of whom serves as Mayor-Commissioner for a 1-year term and another as Vice Mayor for a 1-year term. The City Commission appoints the City Manager, City Clerk, and City Attorney. The City Manager appoints all other administrative and professional employees and is responsible for a \$100-million-plus fiscal year budget. The City's 475 full-time employees adopted "Embracing the Future, While Preserving the Past" as a theme that captures the residents' desire to adapt and plan for expected growth, while protecting the enduring assets and the hometown charm of Plant City.

THE PARKS & RECREATION DEPARTMENT

The Plant City Parks & Recreation Department is a full-service department providing for the recreational needs of the community, from recreation programming to athletic courts and fields to neighborhood parks and a nature preserve. A staff of sixty-one (61) workers comprise a quality and well-respected group of employees that directly impact all ages of the community.

The Recreation Division utilizes three dedicated recreation buildings to provide indoor space for a variety of programs, including reading programs, dance classes, fitness and yoga classes, Bible study meetings, out-of-school activities (after school, school break, and summer), craft classes, technology classes, and various gym-based activities. Unprogrammed space is utilized for community meetings and private gatherings such as birthdays, family reunions, weddings, receptions, and quinceañeras.

The Cemetery Division operates four municipal cemeteries containing nearly 28,000 spaces, facilitating space sales, open and close services for over 100 interments annually, and ongoing maintenance to provide a pleasing aesthetic for these memorial parks.

The Parks Division is responsible for over 900 acres of park land and other municipal properties. Five crews provide needed services to mow and maintain 23 diamond fields, 16 rectangle fields, 12 tennis courts, 10 basketball courts, 3 sand volleyball courts, a modular skate park, a 6,700-seat baseball stadium, as well as tree trimming and removal on city properties, multiple playgrounds and pavilions in 16 neighborhood parks, and they prepare facilities for special events, games, and tournaments. A 363-acre nature preserve provides space for safeguarding Florida flora and fauna.



THE DIRECTOR

Reporting directly to the Executive Management Team, the Parks & Recreation Director performs highly responsible professional and administrative work in planning, organizing, and directing a comprehensive community year-round parks and recreation program to include department facilities' maintenance, recreation programming, cemetery operations, and developing future program and facility improvements and expansions. With an annual budget currently over \$7,591,000, the director is also responsible for the effective, efficient, and responsive operations of the department by providing inspirational leadership, effective management of activities, and performance measures, along with recreational space, programs, and services designed to meet the needs of our diverse community.

THE IDEAL CANDIDATE

Plant City desires to hire a respected, team-oriented visionary who has a reputation of being a trusted leader, a professional who holds the highest degree of integrity, parks and recreation competence, and an unquestionable commitment to service excellence. The new director must also bring a verifiable history of building and maintaining strong relationships in the department, the City organization, and the community.

Additionally, the ideal candidate must have exceptional communication skills and be expert at building trust, openness, and mutual respect throughout the department. This seasoned leisure services leader must understand the importance of not only doing things right, but also have the courage and wherewithal to always do the right things.

The new director must be an outstanding listener and communicator, both orally and in writing; must have the passion, character, and competence to be diplomatic; and must be visible in the community, demonstrating a keen understanding of the challenges and opportunities of providing parks and recreation services in this new era.



ESSENTIAL FUNCTIONS AND DUTIES

- Formulates and reviews policies and regulations governing activities of the Parks & Recreation Department in consultation with City Manager and with the assistance of direct report staff.
- Develops, establishes, and reviews the department's mission, including annual goals and objectives.
- Establishes standards of performance for personnel; directs the selection and development of staff, including annual in-service training to ensure compliance with best management practices.
- Cooperates with other agencies, both governmental and private, to ensure excellent programming and facilities are available to our residents and visitors.
- Attends civic club meetings and other public gatherings to explain the activities and functions of the Parks & Recreation Department to maintain community relations.



EDUCATION AND EXPERIENCE

Required:

- ❖ A bachelor's degree, from an accredited college or university, in Recreation Management, Park Management, Leisure Services, Sports Administration, or related field.
- ❖ A minimum of 5 years progressively responsible Parks and Recreation administrative experience.
- ❖ Possession of, or the ability to secure, a valid Florida Driver's License.
- ❖ Certified Parks & Recreation Professional (CPRP) or Certified Park and Recreation Executive (CPRE) status within 5 years,
- ❖ Certified Public Manager (CPM) status within 5 years.

Preferred:

- ❖ Certified Playground Safety Inspector (CPSI) status.



COMPENSATION AND BENEFITS

The expected salary range for this position is \$86,819.20 - \$114,004.80, depending upon the background and qualifications of the successful candidate, plus a vehicle allowance. At no cost to the employee, the City contributes an amount equal to 8% of annual salary to an individual retirement account each month. Employees are 100% vested after five (5) years of employment.

The City has a highly competitive benefits program including Medical, Dental and Vision insurance; Employee Assistance Program; Life & Long-Term Disability Insurance; and various other supplemental benefits.

APPLICATION AND SELECTION PROCESS

Qualified candidates are invited to submit their cover letter and resume online at:

<https://www.plantcitygov.com/jobs>

Application review begins on **Friday, January 28, 2022**. Following the first review date, we will evaluate all applications against the posted qualifications, and may extend invitations for a final interview (virtual or in-person) to a select few. This announcement will remain posted, and we will continue to accept applications until the city reaches an agreement with one finalist.

Our executive recruitment process requires the expressed authorization by an individual selected as a finalist to authorize the completion of background report check (criminal, driving record, academic credentials, etc.) prior to an interview. Pursuant to the state's legislation governing access to public records, all information submitted, including resumes and cover letters, may be subject to public disclosure.



For more information about this position, please contact:

George Williams, Human Resources/Risk Management Director

gwilliams@plantcitygov.com

813-659-4201

AA/ADA/EEO/VP

The City of Plant City provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This position is an at-will position working at the pleasure of the City Manager.

Confidentiality: Under Florida's Public Records Act, information from your application is subject to public disclosure at any point in the recruitment process.



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