

The City of Cape Coral, Florida



Seeks Committed and Proven Professionals for
the Position of:

Parks and Recreation Director

ABOUT THE CITY OF CAPE CORAL

The City of Cape Coral, incorporated in 1970, is located on the southwest coast of Florida in Lee County, approximately 125 miles south of Tampa, at the mouth of the Caloosahatchee River. The City is the third largest city in Florida land-area wise, encompassing 120 square miles and the US Census estimates the population to be 201,554 (University of Florida, Bureau of Economic and Business Research, 2021.) making it the most populated city in Southwest Florida and the eighth most populous in the state.

The City is principally a residential, recreational and vacation community, and is one of the nation's first master-planned, pre-platted communities. In addition to broad boulevards and paved streets, the City is interlaced with over 400 miles of waterways. These canals provide home sites with access to the Intra-Coastal Waterway and the Gulf of Mexico. City-owned recreational facilities include numerous parks, a youth center, a municipal golf course, a yacht club, and an ecological preserve.

The City operates under a Council/City Manager form of government. The legislative body of the city is a City Council composed of eight (8) members, seven (7) members are elected at-large on nonpartisan basis by district and the Mayor is elected at-large on a nonpartisan basis and has one (1) vote. All terms run for a four year period with the Mayor and three (3) council members being elected at one election and two years later the remaining four council members are elected. The City Council is responsible for all policy-making functions of the government and retains the services of a City Attorney, City Auditor and City Manager. The City Manager is responsible for the administration of the City.

The mission of the Cape Coral Parks and Recreation Department is to provide a wide range of recreational programs for individuals of various ages, skill levels, interests, social needs, and economic capabilities that collectively enhance the overall quality of life within the City of Cape Coral.



The City provides a comprehensive range of municipal services including general government, public safety (police, fire and building), public works, community

development, parks and recreation, planning, utilities (water, sewer and stormwater), and transportation. In evaluating the City as a reporting entity, we have included all component units for which the City Council is financially responsible. For additional information, please visit the City's website at www.capecoral.gov.

ABOUT THE PARKS AND RECREATION DEPARTMENT



Cape Coral Parks and Recreation provides services for citizens and visitors throughout the City. Consisting of more than 39 locations (1,595 acres), the Department features waterfront parks, playgrounds,

athletic complexes, community centers, tennis amenities, a youth center and skate park, boat ramps, and a premier public golf course (Coral Oaks Golf Course). Programs, classes, and special events are planned year-round for all ages, abilities, and interests. Many special events are produced every year, both by the Department and in



cooperation with community partners. The Department has approximately 317 full-time equivalent budgeted positions serving in three

divisions: Parks, Recreation, and Revenue & Special Facilities.

ABOUT THE POSITION OF PARKS AND RECREATION DIRECTOR

The Parks and Recreation Director reports to the City Manager and provides executive direction for all activities by directing, planning, developing, and administering a comprehensive community park, recreation, and social service program. Assures the Parks and Recreation Department carries out activities according to approved City ordinances, policies, and administrative regulations; and identifies, defines and accomplishes the long and short-range goals and objectives that meet the needs of the citizens.

Primary responsibilities include but are not limited to:

- Serves as the project manager for capital projects involving design, engineering, construction, and project budget management as assigned.
- Conducts presentations for various civic and community organizations, provides interviews with the media, and directs the development of news releases and other public relations.
- Manages the development and administration of grant applications and awards.
- Performs facility specification and design work as appropriate.
- Conducts site and facility inspections.
- Researches existing data and information for trends, inconsistencies, and continuity of programs and functions within the Department.
- Uses organizational ability and knowledge to allocate responsibilities to resource components, monitor and coordinate activities, and ensure successful performance and achievement of overall objectives.
- Performs other related duties as required.



The position requires a Bachelor's degree from an accredited college or university in Parks and Recreation, Public Administration, Business Administration, or related field and ten (10) years of progressively responsible experience in parks and recreation, including five (5) years in a supervisory role or any equivalent combination of education and experience to meet the responsibilities of the

position. Preferred qualifications include a Master's degree from an accredited college or university in Parks and Recreation, Public Administration, Business Administration, or related field and a Certified Leisure Professional or Certified Parks and Recreation Professional.

SALARY AND BENEFITS

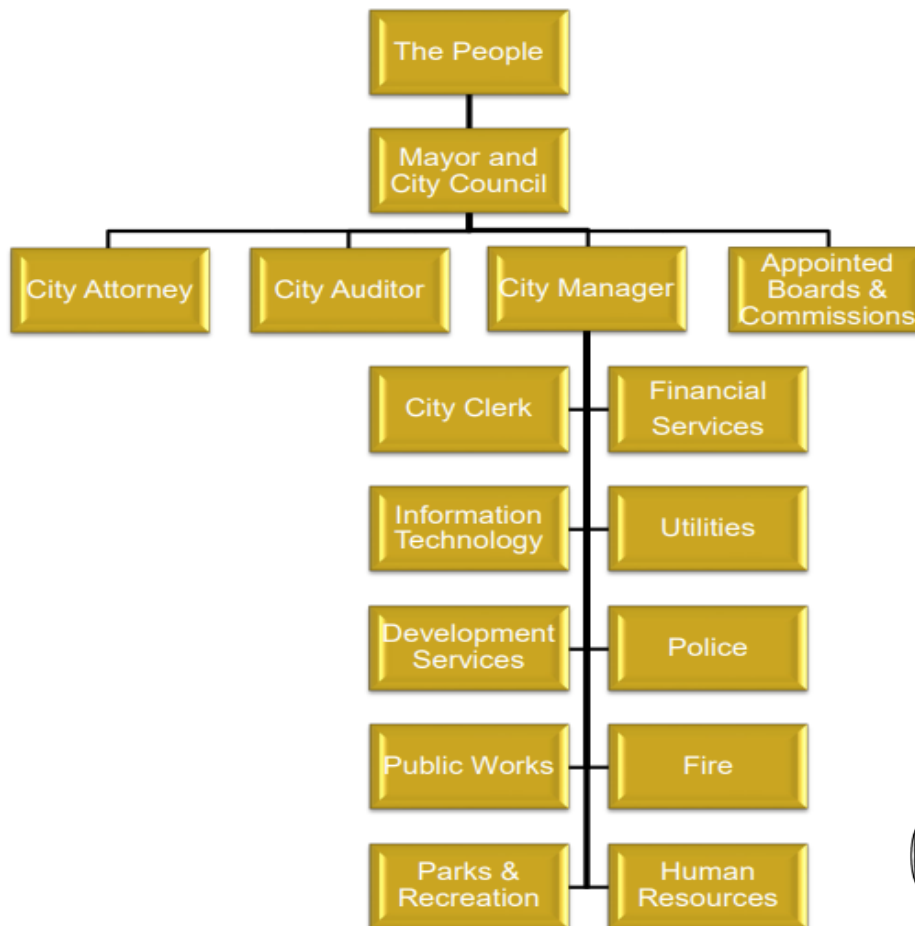
The salary range is \$109,262.40 - \$180,273.60 annually. Benefits are excellent and highly competitive. Including:

- City-paid employee health coverage, additional for spouse or family
- Employee Health & Wellness Center for health care services
- 5 weeks PTO (sick & vacation)
- 11 paid holidays
- Pension plan
- City-paid life and long-term disability insurance
- Optional Vision and Dental Plans
- Tuition reimbursement
- Gym membership reimbursement
- And much more!



Parks are one of the few places where it all comes together – a sense of community, an appreciation of history and place, respect for nature, and good health. Cape Coral's parks are where lifetime friendships are formed, where the gap between generations is bridged, and where people discover what they have in common.

City of Cape Coral Organizational Structure



HOW TO APPLY

This position will remain open until filled. If you are interested in applying, please send your resume with cover letter and salary history to:

Robert E. Slavin
SLAVIN MANAGEMENT CONSULTANTS
3040 Holcomb Bridge Road, A1
Norcross, Georgia 30071
Phone: (770) 449-4656
Fax: (770) 416-0848
E-mail slavin@bellsouth.net



The City of Cape Coral is an Equal Opportunity Employer and Drug Free Workplace and 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.

Note: Under Florida Law, resumes are public documents and will be provided to the media upon request. Please call prior to submitting your resume if confidentiality is important to you.