

## ***Sunset Empire Park & Recreation District***

P.O. Box 514 1140 East Broadway Seaside, Oregon 97138

### **POSITION ANNOUNCEMENT**

## ***Sunset Empire Park & Recreation District General Manager***

Sunset Empire Park & Recreation District in Seaside, Oregon is currently recruiting qualified applicants to fill the General Managers position. This position reports directly to an elected five-member Board of Directors.

Sunset Empire Park & Recreation District is located along the beautiful Oregon coast just south of Astoria, Oregon. This highly progressive District serves approximately 10,000 residents with a budget of approximately \$ 2 million. The District has 5 full time, 60 part time employees and volunteers who provide a wide variety of recreational services to the district residents and visitors.

#### **Qualifications for the successful applicant include:**

- Master's degree in Park and Recreation Administration or related field.
- Five years of progressively responsible experience in park and recreation including public relations, maintenance, landscaping, financial and budgetary management
- Or a successful combination of education, training, and experience that clearly demonstrates the knowledge, skills, and abilities to perform the essential functions of the position may be considered in part for equivalency of the above.

#### **The applicant must have demonstrated experience, skills, and characteristics, which include:**

- A high level of motivation and enthusiasm toward leading a progressive Park & Recreation organization.
- A high level of professionalism and work ethic.
- Ability to join and maintain a highly motivated team-oriented atmosphere.
- Ability to administer and manage all facets of a modern special district, including personnel, programs, and equipment.
- Ability to create and maintain effective relationships with career and volunteer personnel.
- Ability to build relationships based on trust and confidence.
- Ability to effectively communicate verbally and in writing to a diverse audience.
- Ability to analyze organizational strengths and weaknesses and implement long-term plans and strategies to maintain the District's high level of service.
- Demonstrated experience establishing and accomplishing goals.
- Ability and willingness to exercise patience, mentoring, and staff development skills.
- Ability to interface effectively and establish relationships with the community and other agencies – county, state, and federal.
- Knowledge of accepted practices and laws concerning personnel management, to include hiring, discipline, and evaluations.

**SALARY RANGE:** \$60,000 to \$72,000 DOQ. Excellent benefit package.

To be considered please submit a letter of introduction and resume' post marked by February 29, 2012 to:

Sunset Empire Park & Recreation District  
General Manager Selection Process  
Special Districts Association of Oregon  
PO Box 12613  
Salem, Oregon 97309-0613

**Application Deadline: Wednesday, February 29, 2012**