

Superintendent

Job Announcement

Opening Date: October 25, 2023

Closing Date: November 22, 2023

**General Position Summary:**

River Road Park and Recreation District is currently recruiting qualified applicants to fill the position of Superintendent. Serving as the district’s chief executive officer, the Superintendent is appointed and reports to the five-member board of directors who are elected by the voters of the district. The district is looking to hire a person who through collaborative leadership, community and staff engagement, and outstanding management and administrative skills will maintain and enhance the district as a vibrant and diverse hub of the community.

River Road Park and Recreation District was formed in 1954 by a neighborhood grass roots effort to bring recreation to the northern unincorporated neighborhoods adjacent to the city of Eugene. As a special service district, River Road Park & Recreation District manages a ten-acre park, complete with a community center, swimming pool, interactive wading pool, sand volleyball courts, and skate park. The district also operates a premier gymnastics facility. The district serves approximately 30,000 residents in the Santa Clara-River Road area as well as several adjacent communities. Currently, the district employs thirteen full-time staff and more than 100 part time/contractual staff. The district offers unlimited recreational, educational, and competitive programs for all ages and backgrounds. More information about the district can be found at [www.RRPark.org](http://www.RRPark.org).

The Superintendent is responsible for leading efforts to develop a strong foundation for current and future operation of the district. The Superintendent oversees the administration of personnel, budgets, programs, services, and facilities. Working with the Board and staff, the Superintendent is responsible for developing, evaluating, and implementing professional operating policies and procedures and keeping the district in a strong financial position.

The Superintendent must be a visionary inclusive leader with the ability to multi-task and create a strong team with customer service as a hallmark of organizational culture. Developing collaborative partnerships with community groups, other public and private entities, and District residents will be vital to the success of the district and the position. Besides being experienced in managing others, projects, and budgets the successful candidate must be a great communicator (verbal and written), passionate about public service, and willing to be fully engaged in the community. Knowledge of park and recreation operations, programming, and trends in recreation management and programming is required.

**Required Education and Experience:**

* Bachelor’s degree in Park and Recreation Administration/Management or associated field of study. Master’s degree is desirable.
* At least five years of progressive park and recreation management experience, including park and facility operations and development, recreation management and programming, public relations, financial and budgetary management, and personnel management.

**OR**

* Any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the required duties of the position.
* A certified Parks and Recreation Professional is preferred.

**Pay and Benefits:**

Starting Salary Range: $95, 000 - $105,000 annually, depending upon qualifications and experience.

Benefits include: District Contribution to Retirement Program, Family Medical Insurance, Life and Disability Insurance, 12 Vacation days, 10 holidays, and 10 days of Supervisory Leave per calendar year.

**Desirable Starting Date:** January 2, 2024

**To be considered as a candidate, please submit a completed and signed application, a resume, and a letter of introduction describing why you are interested in the position and how your experience translates to meet the requirements of the position description. Submit by email or postal service to**:

Attn. Shanta Carter

River Road Park and Recreation District

Superintendent Hiring Process

Special Districts Association of Oregon

PO Box 23879

Tigard, Oregon 97281

Email: scarter@sdao.com

Application Deadline: 5:00 pm, November 22, 2023

Job description and application available at <https://www.sdao.com/classifieds>