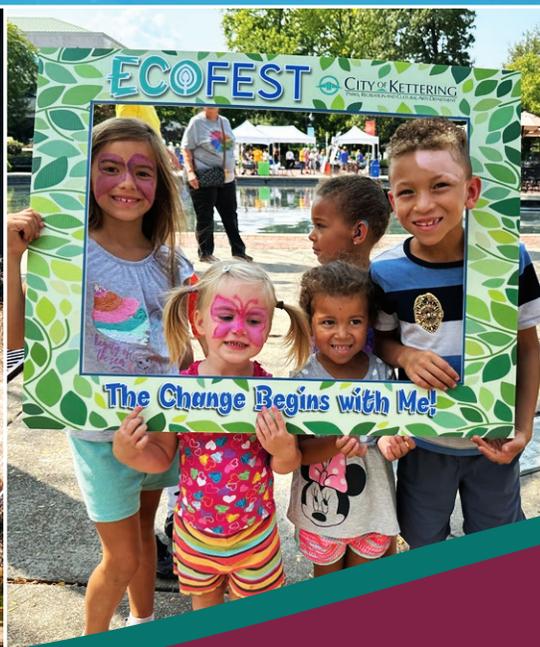




INVITING APPLICATIONS FOR
**PARKS, RECREATION AND
CULTURAL ARTS DIRECTOR**



THE POSITION

The City of Kettering is seeking an experienced leader with diverse knowledge in administering parks, recreation and cultural arts services with proven enthusiastic leadership of a multifaceted team through growth and change.

The Parks, Recreation and Cultural Arts (PRCA) Director leads and administers the operation of an accredited and gold medal award winning department that includes parks, recreation and cultural arts services, facilities and programs. The Director is also responsible for planning and supervising all parks, recreation and cultural arts activities, including budgeting, construction, maintenance and repair of a variety of facilities, parks, swimming pools and other properties.

The PRCA Director ensures that department and program objectives are accomplished by leading administrative and supervisory personnel. The Director is also responsible for developing general policies and objectives, as necessary.



THE COMMUNITY

18.7
SQUARE
MILES

Kettering, Ohio, is an innovative City known for its outstanding amenities. Kettering is home to beautiful neighborhoods and green spaces, as well as flourishing businesses. Approximately 18.7 square miles and home to 57,862 people, Kettering is the second-largest City in Montgomery County perfectly situated near metropolitan Dayton.

57,862
POPULATION

Residents enjoy world-class performers at the Kettering Frazee Pavilion each summer, along with 22 parks, recreational amenities offering diverse park, recreation and cultural arts programs and many events throughout the year. Kettering is also well known for its quality school system. Recognized with an “Excellent with Distinction” rating, Kettering schools provide a diverse range of academic and extracurricular opportunities.



THE ORGANIZATION

The City of Kettering operates under the Council-Manager form of government. Seven Council representatives are elected to four-year terms on a non-partisan basis, one from each of the four districts, two at large, and the Mayor who serves at-large.

Kettering's government is known for its stability. The City's seventh City manager was appointed in 2023, replacing the former who held the position for 16 years; and, the organization has approximately 790 full-time and part-time employees. The PRCA Director reports to the Assistant City Manager and leads a team of approximately 400 employees.

The City prides itself on providing a wide range of services and amenities to its residents, including parks maintenance, recreation, cultural arts, public safety (police and fire), street maintenance, public improvements, general administrative services and community development.

The City collaborates with Kettering City Schools to enhance the quality of life for the youth in

the community. Kettering's success reflects the collaborative efforts of private citizens, civic leaders, government officials and business representatives. Such widespread commitment to the community ensures that Kettering remains the suburb people choose to call home.

The City of Kettering is also known as the "City of Volunteers" as it is supported by more than 500 volunteers! These community stewards serve the City in local initiatives, as well as nationally-recognized programs, such as "Cities of Service" and "Make a Difference Day".

The City's current operating budget is \$85.9 million. Kettering's Capital Improvement Plan establishes a fiscally sound plan for future investments in infrastructure. Kettering's award-winning Finance Department provides guidelines that identify available revenue sources and debt capacity, as well as policies for projecting revenues and designating reserves to be maintained. Kettering's fiscally sound stewardship continues to earn confidence from residents and property owners.



PARKS, RECREATION AND CULTURAL ARTS DEPARTMENT

Established in 1966, the Parks, Recreation and Cultural Arts (PRCA) Department has been recognized both nationally and locally for many of its parks, facilities, programs and initiatives. The PRCA team has earned the distinction of a National Gold Medal Agency by the National Recreation and Park Association several times and most recently in 2014. In 1996, Kettering's PRCA Department was the first in the state of Ohio to become nationally accredited and continues to maintain this prestigious status.

After 22 years of service to the community, the current PRCA Director is retiring. The Director has led a department with dedication, best management practices and excellence.

Quality of life is important to Kettering residents, and the PRCA Department continues to cater to the changing needs of the community. The department manages and maintains 22 parks encompassing over 480 acres featuring recreation and cultural arts facilities, athletic fields, sport courts, playgrounds, landscapes and green spaces. The 161,600 square-foot Kettering Recreation Complex includes a state-of-the-art fitness and wellness center, indoor pool and other community and recreational features. Additional specialized experiences in the complex include the outdoor Adventure Reef Water Park, the Kettering Ice Arena and the Charles I. Lathrem Senior Center. Other PRCA facilities include the Habitat Environmental Education Center, recently renovated Rosewood Arts Center, Rob Dyrdek/DC Shoes Skate Plaza, Delco Park BMX Track, Frazee Pavilion, historic Polen Farm and Kennedy Park Splash Pad.

The PRCA Department strives to provide equitable and meaningful access to all its services. The department works closely with the City of Kettering's Compliance and Inclusion Manager, Kettering City Schools and various community partners to ensure accessible opportunities for all people. Through the Kettering Parks Foundation, assistance is available to residents to remove financial barriers for participating in fee-based programs and services.

The City of Kettering and its PRCA Department collaborate with Kettering City Schools through the Partners for Healthy Youth team to support Kettering's youth. The 2021 "We Are Kettering" project resulted from community discussions to focus on youth and family mental health and engagement. Several other advisory committees also offer guidance for PRCA services relative to youth programs, public art and much more.

Mission

Provide quality parks, recreation and cultural arts that make Kettering home.

Vision

Envision an exceptional and engaging Parks, Recreation and Cultural Arts Department that improves the quality of life for everyone in our community.

Values

Make the experience successful for each customer through providing quality service focused on community.



Kettering's PRCA Department is advised by a number of boards and committees, including the Parks, Recreation, and Cultural Arts Advisory Board; the Program Advisory Committee; the Kettering Arts Council; the Charles I. Lathrem Senior Center Advisory Board and the Art in Public Places Committee. The Kettering Parks Foundation, a 501©3 charitable organization, plays an active role in fundraising for improvements to PRCA facilities and programs. The PRCA Director is an active participant with each of these boards and committees and serves on the Board of Directors for the Parks Foundation.

Kettering's PRCA Department is dedicated to continuous improvement and creativity in offering exceptional facilities, natural resources, programs and services.



BUDGET

The 2024 PRCA Department operating budget is approximately \$12.7 million including \$9.1 million supported by the City's general fund, and approximately \$3.6 million funded by PRCA Department revenue, grants and other outside funding sources.

In 2008, Kettering residents approved a bond levy to fund renovations of all neighborhood parks, the redesign of Adventure Reef Water Park (formerly Water Raves Water Park), a new fitness wing and additional group exercise studios at the Kettering Recreation Complex. This bond levy will expire in 2028.

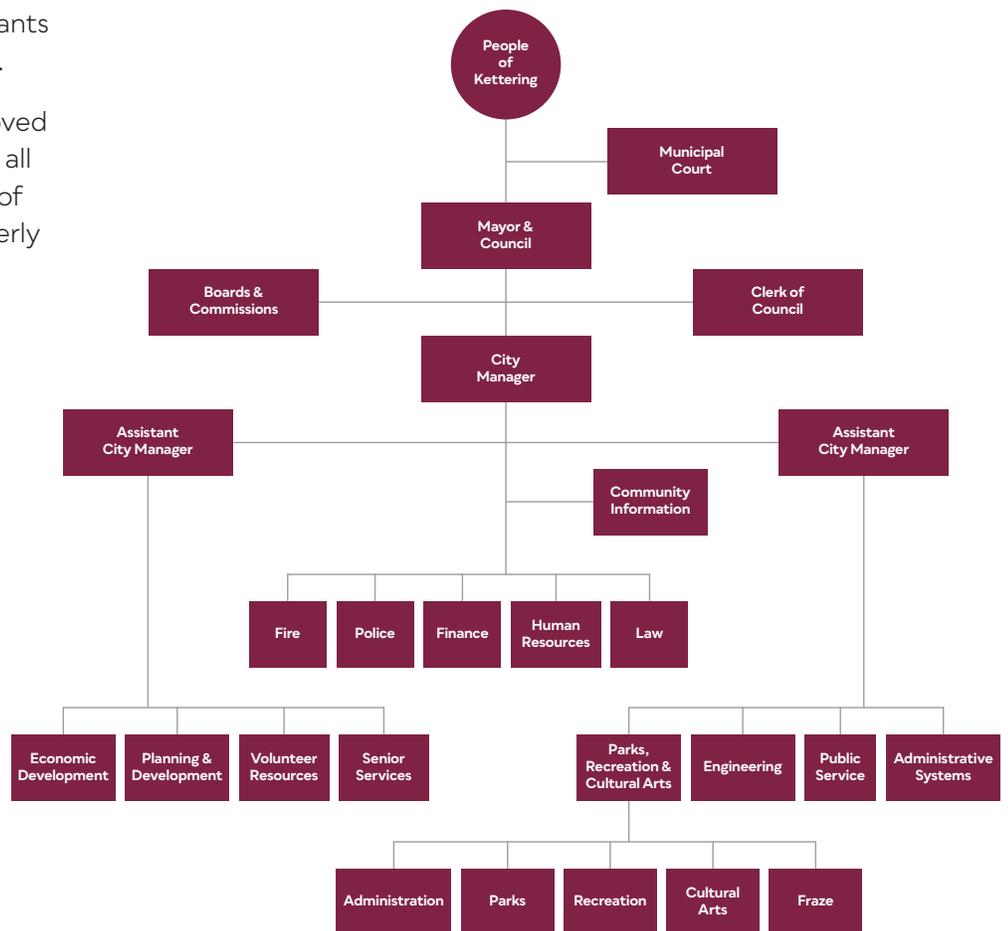
44
Full-time
PRCA employees

46
Regular Part-time
PRCA employees

300
Temporary and seasonal
PRCA staff

Employed to support short-term seasonal services, such as aquatics, park maintenance, recreational and cultural arts programs

City of Kettering 2024 Organizational Chart



THE IDEAL CANDIDATE

The ideal candidate for the Parks, Recreation and Cultural Arts Director is a visionary, entrepreneurial and collaborative leader who understands and appreciates Kettering's rich history. This leader is focused on guiding the PRCA team forward based on the City's community based strategic plan and departmental priorities.

This position requires an experienced professional who will inspire and lead a team of accomplished staff. The PRCA Director is fully invested in their continued success and professional development; encourages creative thinking and supports staff through direction and feedback while also building strong relationships within the PRCA Department, the City organization and the Kettering community at large.

Strong verbal and written communication skills are critical to successfully engage with diverse audiences. The ideal candidate is an excellent listener who establishes and maintains effective working relationships with other City departments, City officials, other organizations and the public. The candidate demonstrates the humility to learn and grow and the confidence to lead and make decisions. This position requires experience in community outreach and civic engagement while understanding the importance of providing the public with accurate and timely information as well as being accessible, responsive and transparent.

The ideal candidate must have the demonstrated ability to appropriately oversee and administer departmental finances, including developing and enhancing revenue sources, managing various budgets and controlling expenditures to preserve financial stability and growth.





EXPERIENCE AND EDUCATION

Progressively responsible or significant management experience that aligns with the duties and responsibilities of the PRCA Director.

A bachelor's degree from an accredited college or university in parks and recreation, business, public administration or related field is required; or, any equivalent combination of experience and training that provides the required knowledge, skills and abilities. A master's degree and Certified Park and Recreation Professional (CPRP) or Certified Park and Recreation Executive (CPRE) are preferred.

COMPENSATION

The current annual salary range for this position is negotiable up to \$152,131 and contingent upon the candidate's related experience, skills, education, knowledge and abilities. Extensive benefits include medical, dental insurance, life insurance, vacation leave, sick leave, vehicle allowance, educational assistance, deferred compensation, Employee Assistance Program and participation in the Ohio Public Employees Retirement System.



**Management
Advisory Group** LLC

Trusted Advisors to Local Government

HOW TO APPLY

Interested candidates for this outstanding career opportunity should submit a cover letter and detailed resume to:

Gregory B. Horn,
Partner Management Advisory Group, LLC,
P. O. Box 1915, Westerville, OH 43086

Electronic submissions are preferred via email to ghorn@themanagementadvisorygroup.com.

Application deadline is June 21, 2024. Please contact Greg Horn at 937-478-6385 with questions.

The City of Kettering, Ohio is an Equal Opportunity Employer.