



CITY OF HILLSBORO

Parks & Recreation Director





The Position

The City of Hillsboro is seeking an experienced Parks & Recreation Director to provide forward-thinking leadership of the City's Parks & Recreation staff, programs, and facilities. The Director exercises strategic and visionary thinking that has long-term organization and community-wide application and impact. This position leads the team in providing essential resources to all Hillsboro community members and visitors, facilitating play and recreation, cultural arts engagement, providing access to nature, hosting diverse programs, improving health and wellness, and creating welcoming public spaces for the diverse community. Aligning with the diversity, equity, and inclusion goals of the City, the Director applies advanced management principles with critical impact on community members and the organization.

The Parks & Recreation Director provides oversight and directs the implementation of internal operations and programs of the Parks & Recreation Department. The Director provides leadership to develop and achieve the strategic vision and collaborates with staff to prioritize projects and initiatives in alignment with organizational goals and objectives and staff resources. This position plans, coordinates, administers, and evaluates programs, projects, processes, procedures, systems, standards, and services and implements process improvements to optimize resources and ensure operational effectiveness, prioritizing staff wellbeing along the way.

The Director is responsible for Parks & Recreation strategic planning and reporting and effectively leads the preparation of short-term and long-term plans in alignment with the City's strategic plan and goals. The Director develops and manages the department's biennial budget and coordinates the development and implementation of specific, measurable outcomes aligned to the Citywide strategic plan. Currently reporting to a Deputy City Manager, the Director effectively represents Parks & Recreation and serves with other directors as a member of the Executive Leadership Team. In addition, the Parks & Recreation Director actively partners with others in support of cross-departmental collaboration and integration with a One City, One Team approach.

Through a human-centered approach and commitment to employee well-being, the Parks & Recreation Director leads and supports a diverse staff of passionate and talented employees. This position directly manages a leadership team that currently includes four filled senior manager positions and a fifth vacant senior manager position that is budgeted for the upcoming fiscal year. The Director maintains a healthy and safe work environment and provides high-level supervision of staff by prioritizing and assigning work, staying connected and accessible, conducting performance evaluations, and ensuring that employees follow policies and procedures. The Director implements realistic goals and objectives and actively collaborates with staff to ensure alignment with the department's mission: to provide exceptional service to the community while ensuring compliance with Federal, State, and local laws, regulations, codes, policies, and standards.

The Priorities

- Implement the newly adopted [Parks & Recreation System Plan](#). Realize the updated vision for a system of Parks, Trails, Recreation, Natural Areas, Maintenance, Arts & Culture, Events, Public Spaces, and other services that will best serve the community for the next 50 years and beyond, with an immediate focus on the next 15 years.
- Collaborate with staff to implement the Parks & Recreation Department Employee Climate Survey recommendations, which include initiatives around workload and time management, understaffing and hiring challenges, communication and decision-making, and management and supervisory practices.
- Engage staff in developing a Parks & Recreation Strategic Plan. Establish transparent goals and priorities and commit to regularly assessing, monitoring, and adjusting workload demand to ensure sufficient capacity exists and resources are properly allocated.
- Effectively collaborate with the Hillsboro Hops on the [Ballpark Project](#) and redesign of Gordon Faber Recreation Complex (GFRC). Support the team in its continuing efforts to meet new Major League Baseball (MLB) “High A” full-season baseball requirements and successfully partner to ensure GFRC continues to be a destination location for sporting events and a hub for community sports activities.
- Consider the proper timing, funding, planning, resources, and needs of the community to realize future projects that could include: the Hidden Creek Community Center Pool, South Hillsboro Community Park, and Crescent Park Greenway.
- In collaboration with staff, continue to implement the [Cultural Arts Action Plan](#). Nurture a creative, vibrant, culturally authentic, and sustainable Hillsboro by increasing awareness of arts and culture, encouraging accessibility, supporting and showcasing creative expression, interweaving public art throughout the city, and improving the economic strength of our creative sector.
- Develop and maintain positive long-term relationships built on trust and mutual respect with City Leadership, City departments, Parks & Recreation staff, and members of the Parks & Recreation Commission and the Hillsboro Arts & Culture Council.
- Have fun! Lots of fun!



The Successful Candidate

The Parks & Recreation Director has a passion for people, parks, recreation, arts, and culture and is deeply committed to articulating and promoting the value of services offered through the Hillsboro Parks & Recreation system. A true steward of public trust, the Director values creative, practical, and sustainable solutions, and works in collaboration with staff and the community to make services more equitable, efficient, and effective. The Parks & Recreation Director brings a proven track record of implementing, building, and expanding facilities, services, and programs to meet the diverse needs of the community.

A natural convener, facilitator, and collaborator, the successful candidate recognizes the importance of relationships and partnerships at all levels and navigates political and multi-sector relationships with thoughtfulness and ease. The Director is an effective communicator and active listener who integrates the diversity of thoughts and experiences of others to deliver solutions that achieve desired results. Remaining grounded in equity, the successful candidate proactively collaborates to put people, their communities, and community priorities at the center of the Parks & Recreation work.

Through a balanced approach, the Parks & Recreation Director supports innovation while creating a safe, healthy, and supportive workplace culture. The Director sets the tone for the department and brings a sense of calm and stability while thoughtfully identifying opportunities and implementing changes that support a workplace culture built on trust and mutual respect. A transparent leader with a strong background in successfully managing, developing, and empowering staff, the Director promotes a collaborative environment and effectively leverages the team's talents to support the many programs and services offered to the community.



The following leadership competencies were developed in collaboration with City Leadership, Parks & Recreation Employees, and the Parks & Recreation Commission.

- **Integrity and Trust:** Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent themselves for personal gain.
- **Building Effective Teams:** Blends people into teams when needed; creates strong morale and spirit in their team; shares win and successes; fosters open dialogue; lets people finish and be responsible for their work; defines success in terms of the whole team; creates a feeling of belonging in the team.
- **Approachability:** Is easy to approach and talk to; spends the extra effort to put others at ease; can be warm, pleasant, and gracious; is sensitive to and patient with the interpersonal anxieties of others; builds rapport well; is a good listener; is an early knower, getting informal and incomplete information in time to do something about it.
- **Ethics and Values:** Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what they preach.
- **Timely Decision Making:** Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure; able to make a quick decision.
- **Managing Vision and Purpose:** Communicates a compelling and inspired vision or sense of core purpose; talks beyond today; talks about possibilities; is optimistic; creates mileposts and symbols to rally support behind the vision; makes the vision sharable by everyone; can inspire and motivate entire units or organizations.
- **Strategic Agility:** Sees ahead clearly; can anticipate future consequences and trends accurately; has broad knowledge and perspective; is future-oriented; can articulately paint credible pictures and visions of possibilities and likelihoods; can create competitive and breakthrough strategic plans.
- **Work/Life Balance:** Maintains a conscious balance between work and personal life so that one doesn't dominate the other; is not one-dimensional; knows how to attend to both; gets what they want from both.



Qualifications

The successful candidate has a combination of knowledge and skills that enable success as Hillsboro's Parks & Recreation Director, including 10 years of experience in public administration with at least three years of experience in parks and recreation leadership. A proven track record and experience implementing best practices and innovation in parks and recreation, including direct experience successfully leading teams, is essential. Experience in a growing community with a municipal parks and recreation department is ideal. A sound financial background with an advanced understanding of budgets, financial management, and complex funding models is required. An exceptional ability to develop effective partnerships is essential. A bachelor's degree in Parks & Recreation Administration, Public Administration, or a closely related field is required.

Inside the City of Hillsboro

Mission

To provide City services that support a safe, sustainable, and inclusive growing community, while cultivating Hillsboro's hometown livability.

Vision

Growing great things in a place where you are supported, connected, and belong.

The City of Hillsboro is a full-service City known as a forward-thinking and visionary organization that enjoys a reputation of excellence in its long-term strategic and fiscal planning. The City functions as a Council-Manager form of government where the City Manager has broad executive authority to carry out policies set by the City Council and oversees the local government's day-to-day operations. The organization continues to enhance the way it supports its community by embracing a continuous improvement mindset in its work.

The City has 1,007 full-time employees and 409 part-time/temporary employees with a Biennial Year 2023-25 Budget of \$1.86 billion. Services are provided through 12 City departments, including the City Manager's Office, Community Development, Economic Development, Finance, Fire & Rescue, Human Resources, Information Services, Library, Parks & Recreation, Police, Public Works, and Water.

City employees are passionate about fostering a culturally inclusive community like the residents they serve. The City adopted its [Equity Statement](#) in 2019 and continues to advance equity through its development of policies, programs, and services, and through its allocation of time and resources to create a culture where race does not predict outcomes.

In 2022, the City of Hillsboro began the process of developing a new Strategic Plan, [One City, One Team](#). The Strategic Plan will set the tone and priorities for the City moving forward. It will reinforce the strengths of Hillsboro's culture and redefine areas that need strengthening to respond to current and future challenges, a changing community, and an evolving workplace.



Hillsboro Parks & Recreation

Hillsboro Parks & Recreation is an award-winning parks and recreation agency dedicated to providing diverse, innovative, and exceptional recreational and cultural opportunities that enrich the lives of our community members and visitors. The Parks & Recreation System currently occupies 1,702 acres of land within the city and includes three primary classes.

Parks are publicly accessible outdoor spaces that provide a range of passive and active recreational opportunities for all of Hillsboro's community members and visitors. They also provide essential environmental and ecological benefits that support native species and mitigate environmental burdens. Hillsboro's park system includes Nature Parks, Community Parks, Neighborhood Parks, Urban Parks and Plazas, Future Parks, Sports Complexes, and a Historic Cemetery.

Green Connections provide opportunities for geophysical, ecological, and anthropogenic connectivity throughout the Parks System and the city overall. These places are primarily linear outdoor spaces that function as corridors between parks and other destinations. They include Greenways, Trails, and Open Space.

Centers are City-owned public facilities (buildings) within the Parks & Recreation system that provide a range of community-facing amenities and programs. Hillsboro's centers include Community Centers, Cultural Arts Centers, Aquatic Centers, Recreation Centers, Nature Centers, and Sports Facilities.

The Parks & Recreation Department has a Biennial Year 2023-25 Budget of \$131.8 million and a talented and dedicated staff of 108 full-time and over 400 part-time, flexibly staffed, and seasonal employees. Services are provided through four divisions: Arts, Culture, & Events, Business and Operations, Planning and Development, and Recreation Services. The department inspires and expands the minds and horizons of community members and visitors of all ages and abilities and positively impacts the physical, mental, and economic health of the community by enabling access to recreation, nature, culture, and adventure.

Through the City's first Employee Climate Survey, Parks & Recreation staff identified the following strengths and successes.

- A high level of commitment to the Hillsboro community and pride in their work.
- A strong sense of camaraderie and dedication among coworkers.
- There is a strong sense of pride among employees for the tangible impact of work on the community and for providing valuable services.
- Employees derive immense satisfaction and motivation from receiving appreciation from community members, colleagues, and managers.
- The desire for continuous improvement and willingness to engage in dialogue for positive change.

Mission

Hillsboro Parks & Recreation enhances the quality of life in our community by providing exceptional facilities, a comprehensive park system, and diverse recreation programs.

Goals

- Enhance Hillsboro's livability for everyone in our community
- Maintain high levels of service
- Increase availability and quality of parks and facilities
- Increase community participation and engage various segments of the population
- Establish cooperative relationships and partnerships to expand opportunities and enhance service delivery
- Increase annual cost recovery percentages for major programs and facilities
- Continue to practice fiscal responsibility and demonstrate return on investment where possible
- Positively impact the economic health of the community





The Hillsboro Community

Hillsboro is one of Oregon's most diverse and dynamic cities, with a steadily growing population of approximately 110,000. More than 45% of Hillsboro residents are from communities of color, and approximately 30% speak a language other than English at home.

More than 50,000 employees commute to Hillsboro by car, bicycle, bus, or MAX Light Rail train to work at companies such as Intel, Nike, and Genentech. Hillsboro is the largest city in Washington County and serves as the county seat.

The City of Hillsboro is ideally located in the Pacific Northwest — 10 miles west of Portland — just an hour's drive from the beautiful Cascade Mountains and Columbia River Gorge to the east, and the sandy beaches of the Pacific Ocean to the west.

Frequently ranked on national lists as one of the "[Best Places to Live in the United States](#)", Hillsboro has earned praise for having:

- a diverse and welcoming community;
- safe and vibrant neighborhoods;
- smart planning for growth;
- a resilient economy with large employers;
- a high priority on sustainability;
- outstanding parks and public spaces;
- a fully inclusive park & playground;
- an emphasis on public arts;
- municipal high-speed internet service;
- a variety of transportation options; and
- so much more!

Known as the "high-tech hub of Oregon" or the "tallest tree in the Silicon Forest," Hillsboro has some of the best land, power, and water resources in the country. With its thriving economy, Hillsboro is the home of Oregon's fourth-largest school district, two higher-education campuses, more than 30 parks, and more than 1,500 acres of designated green spaces, including Jackson Bottom Wetlands Preserve, the Rock Creek Trail, and the Orenco Woods Nature Park.

The Hillsboro community proudly supports creative expression and the arts, and Downtown Hillsboro is the home of the Walters Cultural Arts Center and the highly regarded Bag&Baggage professional theatre company. The Hillsboro Hops, the only professional baseball team in the Portland metro area, entertain fans during home games at the City's baseball stadium, Hillsboro Ballpark, and are in the process of building a new, state-of-the-art ballpark on the Gordon Faber Recreation Complex.

Throughout summer, Hillsboro residents can shop for fresh berries, cherries, and produce at weekly farmers' markets. Annual community events include the Oregon International Air Show, the Hillsboro Latino Cultural Festival, the La Strada dei Pastelli Chalk Art Festival, Juneteenth Celebration, Pride Party, Lightopia holiday lights, and one of the largest 4th of July parades in the Northwest.



The Compensation

The salary range for the Parks & Recreation Director is \$140,056 – \$184,305 and will depend on the qualifications of the successful candidate. For a complete breakdown of the City’s extensive Benefits Package, please review [Hillsboro-Oregon.gov/Benefits](https://hillsboro-oregon.gov/Benefits).



To be Considered

At the City of Hillsboro, we embrace diversity, equity, inclusion, and belonging as a path for better outcomes for all employees and members of the community we serve. We are intentional in cultivating a culture where everyone can bring their best selves to work. As our best selves, we provide services that support a more equitable organization and community where everyone feels a sense of belonging. We also care about our workforce and want to nurture physical and emotional well-being. We are committed to fostering a culture and organization that prioritizes a safe and supportive work environment, diligently reduces workplace stress, and eliminates unsafe or harmful practices or conditions.

The City of Hillsboro recognizes that some applicants, particularly women, people with disabilities, and people of color do not always apply for positions unless they directly meet all the qualifications. We greatly encourage you to apply and welcome applicants from diverse and varied backgrounds. Transferable skills WILL be considered when reviewing applications for meeting minimum qualifications.

Applications will be accepted electronically by Raftelis at jobs.crelate.com. Applicants complete a brief online form and are prompted to provide a cover letter and resume. Open until filled with first review of applications on **May 20, 2024**.



Questions

Please direct questions to Heather Gantz at hgantz@raftelis.com or **503-860-1111**.