



Photograph by Wendy Murkve: Olin Park

CITY OF MADISON WISCONSIN

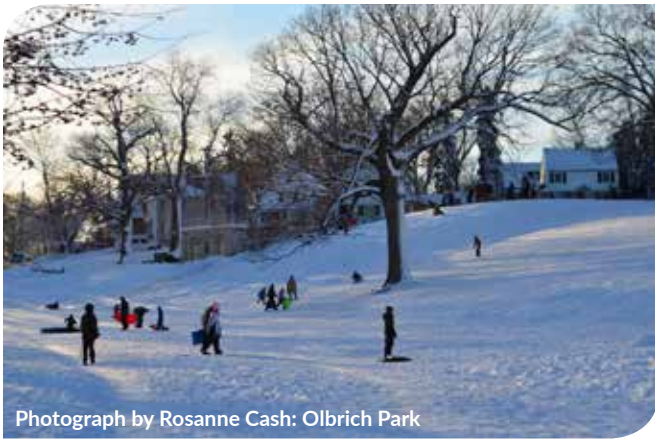
Assistant Parks Superintendent



Photograph by Liz Zindars: Aldo Leopold Park



Photograph by Althea Miller: Penn Park, Earth Day Challenge 2017



Photograph by Rosanne Cash: Olbrich Park

THE COMMUNITY

Founded on an isthmus between lakes Monona and Mendota, Madison is consistently ranked as a top city in the nation to live, work and play. We are the capital of Wisconsin, the home of the University of Wisconsin and a city filled with local pride. Quality of life is about its people. With an estimated 250,000 residents, access and affordability are important factors in making Madison such a livable city. Our bustling downtown, walkable neighborhoods, miles of biking and hiking trails, abundant locally-owned restaurants, strong economy and top-rated healthcare and education, make Madison an ideal city to call home.

Experience downtown Madison with a walk down State Street; 8-blocks connecting the University campus to the Capitol Square in a pedestrian zone of shops and restaurants. Explore a museum or gallery such as the Wisconsin Historical Museum or the Chazen Museum of Art. Cheer on the Badgers from inside the Kohl Center or outside at Camp Randall. Stroll the Dane County Farmers' Market, sampling local cheeses at the nation's largest producer-only farmers' market.

We are Madison, Wisconsin—all this and more, surrounded by shimmering lakes, parks and open spaces. There is much to see, do, savor and experience in Madison.

THE PARKS DIVISION

Madison Parks began long before there was a division within the City government. The Madison Parks & Pleasure Drive Association formed in 1894 by such visionaries as John Olin, Daniel Tenney and Michael Olbrich. At its conception, the association had just 5.3 acres of parkland.

Today, Madison Parks has over 270 parks covering over 6,000 acres, including 1,600 conservation acres. The Parks Division is responsible for the operations and maintenance of Olbrich Botanical Gardens, four public golf courses, Warner Park Community Recreation Center, the Goodman Pool, Forest Hill Cemetery, and maintenance of State Street and the Mall Concourse. We are also responsible for over 96,000 trees along more than 700 miles of city streets.

We offer reservable shelters, athletic fields, swimming lessons, guided nature walks, ice skating lessons, and free movies in the park. Each year, we organize and permit hundreds of community events within our parks. Ride the Drive, which closes John Nolen Drive to vehicles, spotlights three downtown area parks and focuses on healthy, outdoor activities with entertainment at each location.

Our mission is to provide the ideal system of parks, natural resources, and recreational opportunities which will enhance the quality of life for everyone.



Photograph by Emaan A. Halim: Goodman Pool

THE POSITION

The Assistant Superintendent of Madison Parks is a highly responsible managerial, administrative, and professional position assisting in the administration and operations of the City of Madison Parks Division's wide ranging activities. Under the general supervision of the Parks Superintendent, work includes managing and controlling the daily supervision of the operations and service field units in the Division, manages large portions of the payroll, personnel and employee relations functions of the Division, and requires conferring with, advising, and informing the Superintendent on major policy and procedural areas affecting the Division.

Responsibilities include, but are not limited to:

- » Responsible for the efficient and effective management of the Forestry, Golf Enterprise, Olbrich Gardens, Warner Park Community Recreation Center, Goodman Pool, General Park and Facility Maintenance, Conservation Parks, Community Operations, Facilities, and Services through subordinate managers and supervisors.
- » Exercise significant discretion in developing, implementing, and enforcing policies and procedures necessary for the effective management and operation of the Parks Division.
- » Assist the Superintendent in planning, directing, and overseeing of the human resources and employee relations for all Division staff.
- » Represent the Parks Division's wide array of interests, programs, services, and events in the media, and with community, neighborhood, and other groups.
- » Develops an understanding of the human needs of a culturally and ethnically diverse community, and determining the appropriate balanced deployment of the City's resources in light of competing priorities.

THE CANDIDATE

Qualifications

The position requires thorough knowledge of the principles of parks and recreation management, public administration, personnel management, financial management, and community engagement. The position also requires working knowledge of continuous improvement methods, relevant laws and regulations, labor relations, public budgeting processes, computer software applicable to the position, and sustainability principles and practices. The incumbent must have a demonstrated ability to reason logically and creatively; effectively communicate to diverse audiences. The City of Madison is dedicated to eliminating inequities and encourages women and people of color to apply.

Experience

A minimum of 4 years of professional parks, recreation, or public works experience in managing a unit such as operations, facilities management, planning, administration, community-based events/recreation, or finance, with at least 2 years of experience in supervising staff through lower-level supervisors, or serving as a Parks Director for a smaller municipality. Graduation from an accredited college or university with a degree in parks or recreation administration, landscape architecture, civil engineering, business administration/operations, public administration or a closely related field. Possession of a Master's degree in public administration, parks management, or a related field may be substituted for 2 years of professional management experience, but would still require 2 years of supervisory experience. Equivalent experience may be considered.

66 ... OVER 270 PARKS,
COVERING OVER 6,000 ACRES

Characteristics and Key Competencies

- » Develop and motivate an effective staff team ensuring continued quality services that reflect the needs and interest of the diverse Madison community.
- » Have an exceptional ability to work with the public, media, co-workers, stakeholders and policymakers in balancing different interests.
- » Lead by example – embrace the values of continuous improvement, collaboration, stewardship, equity, integrity, and excellent customer service.
- » Have a demonstrated passion for the role of parks in making a great community.
- » Have the ability to make difficult decisions with limited information in a fair, logical, and equitable manner.
- » Have excellent verbal, written and interpersonal communication skills.

COMPENSATION AND BENEFITS

The salary range for this position is \$88,677 to \$106,866. Placement at hire is dependent upon experience and qualifications, but will reach the \$106,866 level within 3.5 years. This position will receive any annual cost of living adjustments provided to professional and supervisory employees. The City also provides for longevity pay increases beginning at the start of the fifth year of service. The City's compensation package also encompasses an attractive benefits package, detailed [here](#).

APPLICATION PROCESS & RECRUITMENT SCHEDULE

All applications for this position must be filed by May 28, 2018. To be considered, please submit your application with cover letter, resume and references (who will not be contacted in the early stages of the recruitment) on the City's website at cityofmadison.com/jobs. Please be sure to respond to the essay questions and attach your responses as part of your application. Failure to do so will result in your elimination from consideration. Final interviews are estimated to occur between June 25 and July 6. The anticipated start date for this position is approximately August 1, 2018.



play
**MADISON
PARKS**



Olbrich Park

Garner Park

Photograph by David Giroux:
Hillington Triangle Park

Photograph by
Megan Purtell:
Quann Park

*The Trust for Public Land, 2017 City Park Facts Report