



Parks & Recreation Director JOB DESCRIPTION

Community Profile

The **City of Edgerton, KS** (pop. 1,748) is located in the southwest corner of Johnson County, a suburb of the Kansas City area. Edgerton defines itself as the unique juxtaposition of a small town with strong community values and a world-class inland port with direct connection to the global supply chain. As **home to Logistics Park Kansas City (LPKC)**, Edgerton is forging connections that have global reach with local impact.

Logistics Park Kansas City is a 2,275-acre master planned distribution and warehouse development. Served by global intermodal transportation leader, **BNSF Railway**, LPKC has **capacity for 30 million square feet** of industrial buildings. LPKC offers companies the ability to quickly and efficiently ship goods by rail and truck to their final destinations. Since opening in 2013, LPKC has **17 million square feet** of new industrial warehouse space and has added over **4,500 jobs** in Edgerton. LPKC has attracted national tenants including Amazon, Walmart, Kubota, Flexsteel Industries and others.

The City of Edgerton is currently building a new 12,000 sq. ft. community gathering place called **The Greenspace**. This new facility features a gymnasium, fitness and meeting rooms, outdoor stage and splash pad. The Greenspace will serve as a place for the seniors to gather for lunch, adults to play pickleball and the kids to cool off on a hot summer day!

The City is currently renovating the Glendell Acres Park to include a skate park, fitness elements, new playground equipment and more. This project is anticipated to be complete in 2024. Several planning projects, including a trails master plan and an exploration of the City's lake, are underway.

Edgerton residents enjoy a host of activities, including the annual community **Frontier Days** and a **July 3 Independence Day celebration**, complete with a community picnic and fireworks.

Edgerton residents embrace the small-town, rural setting in one of the **fastest growing counties in the nation**. Edgerton is a community where neighbors know each other, kids walk and ride bikes to school and downtown is anchored by the local bank, the Bank of Knowledge library, the Post Office and City Hall. Edgerton is accessible from **Highway 56** to the north and **Interstate 35** to the south.

Edgerton is part of the **Gardner Edgerton Unified School District #231** with seven elementary schools (K-4), two middle schools (5-8) and one high school (9-12). Gardner Edgerton Schools are consistently recognized for their achievements. **Edgerton Elementary was named a National Blue Ribbon School** from the US Department of Education in 2023, the fourth such award for the district. Edgerton Elementary has been named the best elementary school in the state by GreatSchools.org.

Governance & Organization

The City of Edgerton is a third-class city led by a Governing Body consisting of the Mayor and five City Council members. All members of the Governing Body are elected at-large and serve staggering terms of four years. Using a policy governance framework, the Governing Body is responsible for guiding the vision and direction of the City through the adoption of City policy, ordinances, resolutions and the annual budget. The Governing Body meets every second and fourth Thursday of each month at 7:00 p.m. in City Hall. The Governing Body also conducts work sessions as needed.

The Planning Commission meets at City Hall every second Tuesday of each month at 7:00 p.m. The commission is comprised of five members appointed by the Mayor and approved by the City Council to serve staggered three-year terms. Members of the Planning Commission are appointed in September.

The City Administrator is appointed by the City Council. The City Administrator is responsible for all day-to-day operations and administration of the City including hiring authority for all employees.

The City's FY 2024 budget is \$10.03 million (mill levy 29.753) and has 27 full-time and two part-time positions. The organization has six departments as follows:

- Administration: finance, human resources, risk management, city clerk and records management functions
- Municipal Court: court is conducted on the first and third Tuesdays of every month
- Community Development: code enforcement/animal control, building inspection, planning and zoning
- Parks and Recreation: maintenance of all city parks and recreation programs for all Edgerton citizens
- Public Works: maintenance of the City's street infrastructure; operation and maintenance of the City's storm water systems, streets and traffic control network
- Utilities: water distribution for approximately 696 water customers both inside and outside the city limits and sanitary sewer services for about 627 sanitary sewer customers

The City of Edgerton has built strong partnerships with outside agencies including Johnson County Sheriff's Office, who provides policing services, and Johnson County Fire District No. 1, for fire protection services. Edgerton also advocates for strong business climate with our partners ElevateEdgerton!, a Partnership for Economic Advancement, Kansas City Area Development Council, Kansas City SmartPort, Kansas Department of Commerce and others.

In October 2023, S&P Global Ratings, reaffirmed its third highest rating, AA (stable outlook) to the City of Edgerton's general obligation bonds.



Ideal Candidate

The City of Edgerton seeks an experienced, creative and collaborative local government professional to serve as the City's **Parks & Recreation Director**. The ideal candidate will possess outstanding leadership, personnel management and technical skills as he/she oversees the operations of the Parks and Recreation Department. This candidate will be an effective communicator comfortable with many different audiences, and will be a motivated self-starter who is organized, is able to handle multiple priorities and identifies creative solutions critical to oversee the implementation of the Governing Body's vision for the community. The candidate will value partnerships and excel at maintaining and building relationships with other local, state and regional organizations.

The ideal candidate will have a positive record of achievement. A service-oriented manager who respects all employees, the Parks and Recreation Director will foster a culture of accountability and maintain high morale throughout the organization.

The ideal candidate must possess exceptional interpersonal and communication skills, with the ability to clearly and decisively convey information at all levels. Experience working with elected and appointed officials is essential. The candidate should be politically astute, but always politically neutral and capable of using sound judgement and building consensus.

Recreation activities in the community have accelerated exponentially over the past few years. The City is currently building a new community building and renovating one park, with more park renovations in the future. He/she will be responsive to customers but will understand major priorities. At the same time, he/she will not lose sight of other assigned priorities and responsibilities.

Important Job Functions



- Responsible for administration of the City's parks, open spaces, trails, facilities development and maintenance.
- Monitors program selection, development, promotion, and participation. Guides the establishment of and approves processes and procedures to ensure the successful operation and maintenance of City-owned or managed recreation facilities and/or programs.



- Responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.



- Manages certain capital improvement projects related to parks and recreation initiatives from concept to completion including, but not limited to project planning; budgeting; public meetings and engagement; property and easement acquisition; project coordination; design and construction.



- Identifies and makes recommendations regarding the City's Comprehensive Plan to support parks, trails, and open space development.



- Participate as a member of the City's management team; provide assistance and support to the City Administrator.
- Represents the department and the City in various organizations at the local, regional and state levels. Serves as liaison with other departments and citizens groups.



- Makes public presentations as needed to the City Council, staff, citizen groups, students and others.
- Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.



- Coordinates and collaborates with Johnson County Parks and Recreation District on maintenance and future development of Big Bull Creek Park.
- Performs other related duties as assigned.

Education & Experience

The selected candidate must:

- Hold a Bachelor's degree from an accredited college or university in the study of Recreation, Administration, Landscape Architecture or a related field. A Master's degree in public administration, business administration or related field is preferred.
- Minimum of seven years of progressively responsible related experience at a park and recreation department or related agency, including experience leading, directing, supervising or coordinating the work of others, and at least three years experience in recreation programming, or
- Any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Certified Park and Recreation Professional (CPRP) or Certified Park and Recreation Executive (CPRE) preferred.
- The selected candidate must have a valid Driver's License. Residency within the City of Edgerton is **not** required.

Compensation & Benefits

The salary range for this position is \$101,486 – \$152,228. The starting salary will be dependent on qualifications and experience. The City offers an attractive benefits package, including affordable medical, dental and vision programs, optional deferred compensation, vacation and sick leave, group life insurance and an array of voluntary benefits. The City participates in the Kansas Public Employees Retirement Systems (KPERs).

How to Apply

Applications will be accepted electronically by Ms. Leslee Rivarola, RR Municipal Advisory Services at rrmunicipaladvisory@gmail.com. Please include a cover letter, resume with salary history and a list of three to five professional references. Resume review begins immediately as submissions are received. Full position description available at edgertonks.org/job-openings.

Any questions may be directed by email to Ms. Rivarola at rrmunicipaladvisory@gmail.com. Position will remain open until filled.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

