



CITY OF LYNNWOOD

Apply by February 12, 2024

The City of Lynnwood Seeks An Experienced Leader for

PARKS, RECREATION & CULTURAL ARTS DIRECTOR

The Parks, Recreation & Cultural Arts Director serves as a key member of Lynnwood's Executive Leadership team and is tasked with helping the City achieve its Community Vision and top priorities of the Strategic Plan 2022-2026.

Lynnwood's Community Vision

The City of Lynnwood will be a regional model for a sustainable, vibrant community with engaged citizens and an accountable government.



Top Priorities for Strategic Plan 2022-2026

1. Fulfill the community vision for the City Center and Lynnwood Link Light Rail
2. Ensure financial stability and economic success
3. Nurture operational and organizational excellence
4. Be a safe community
5. Be a diverse, welcoming, equitable, and livable city
6. Pursue and maintain collaborative relationships

www.LynnwoodWA.gov





Parks, Recreation & Cultural Arts Department Mission

Creating a healthy community through people, parks, programs and partnerships.

IDEAL CANDIDATE PROFILE

The City of Lynnwood desires an experienced Parks, Recreation & Cultural Arts leader who exhibits a collaborative, engaging, and open demeanor with a good balance of technical and interpersonal skills to serve as its next Director of Parks, Recreation & Cultural Arts.

The ideal candidate will bring proven leadership abilities, a broad range of knowledge in most, if not all areas of parks, recreation, and cultural arts functions in local government, a successful track record of sustainable leadership in a dynamic environment, and a positive can-do spirit.

This is a hands-on, working director position that reports directly to the Mayor and is a member of the City's Executive Leadership Team. As a member of the City's Executive Leadership Team, the PRCA Director must be collaborative, be visionary, and work towards the best interests of the City of Lynnwood.

This position requires an individual with exceptional oral and written communication skills who is approachable, flexible, and team-oriented to serve a diverse workforce of full-time, part-time and seasonal employees.

The successful candidate will be comfortable working in a fast-paced, ever-changing setting and must possess a passion for public service driven by accessibility and equity. They must also promote and inspire a highly ethical organizational culture that fosters employee engagement, innovation, accountability, and professional excellence.

THE DEPARTMENT & POSITION

Our mission, to create a healthy community through people, parks, programs, and partnerships, has guided us to connect and enrich this great community. We pledge to continue to offer quality programs, facilities, and parks that we can be proud of and enjoy and ensure all members of our community have access to our parks, trails, and facilities. We are honored to work in a City that values our work, and the support we receive is a true testament to the caring community we all share and love.

This position provides leadership, direction and strategic oversight to the city’s Parks, Recreation and Cultural Arts Department. Major responsibilities include administrative oversight and future visioning to ensure the proper maintenance and operation of the city’s recreation programs, facilities - including the Recreation Center, park operations, street right-of-way landscaping, golf course, and healthy communities and cultural arts programming.

Major Responsibilities Include:

- Allocates, directs and evaluates department personnel to ensure employees achieve the department’s mission, and the city’s strategic priorities.
- Serves as a member of senior management on the development of the city’s strategic planning efforts and addressing citywide policy and management issues.
- Works with advisory boards, elected officials and other city departments to create strategic plans related to the department’s comprehensive plan.
- Develops and analyzes the department’s organizational structure and efficiencies, and champions for employee growth and development.
- Establishes and maintains a working environment conducive to positive morale, creativity and teamwork.
- Provides for the training in, promotion of, and accountability for safe work practices and working conditions for employees.
- Presents departmental issues and recommendations to appropriate advisory board and commissions and to the City Council.
- Prepares realistic and fiscally sound budgets to allow the department to achieve its objectives. Prepares revenue estimates, grants and other funding sources.

- Coordinates the department’s activities with those of other city departments.
- Promotes and develops equity and accessibility throughout the department’s programs, services, and long-range planning.

EDUCATION & EXPERIENCE

Graduation from an accredited four-year college or university with a degree in public administration, or parks and recreation, or a closely related field, plus seven (7) years of progressively more responsible parks and recreational leadership experience or an equivalent combination of related education and experience.

Preferred Qualifications: Master’s Degree

ANTICIPATED RECRUITMENT SCHEDULE

Position Open: January 12, 2024

Application Deadline: February 12, 2024

First Interviews: Week of February 21, 2024

The City of Lynnwood is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply. Applications, supplemental questions, resumes and cover letters will only be accepted electronically.

**To apply online,
go to www.LynnwoodWA.gov/jobs**

COMPENSATION & BENEFITS

- \$164,833 - \$217,339 DOQ
- 100% Medical, Dental & Vision; 90% for dependents
- Life & Long-Term Disability Insurance
- PERS State Retirement System
- 13 paid holidays & 12 sick leave days per year
- Generous paid vacation accrual schedule

LYNNWOOD, WA

Lynnwood is on the move and growing rapidly. We are a vibrant community centered in a top-tier location that provides access to big city amenities while maintaining its northwest charm. Located at the intersection of Interstates 5 and 405, equidistant from Seattle (16 miles), Bellevue (19 miles) and Everett (13 miles). Lynnwood offers unparalleled access to all that the Puget Sound region has to offer.

As the economic hub of South Snohomish County, Lynnwood is designated as a regional growth center and provides a stable workforce and low unemployment rate. One of the largest retail shopping centers in the region, Alderwood Mall offers more than 175 upscale stores and dining establishments. With nearly \$500 million in retail sales annually, Lynnwood has a strong and stable business economy.

In 2024, Sound Transit will expand its Link light rail service to Lynnwood in the heart of Lynnwood’s City Center. The up-and-coming downtown of Lynnwood is becoming home to a vibrant mix of housing, office, and retail connected by a multi-modal streetscape with parks and plazas.



Lynnwood City Center
Light Rail Station

Residents of Lynnwood can live the northwest dream with access to upscale amenities and affordable housing. Edmonds Public School District is highly regarded and has served Lynnwood since the City’s incorporation in 1959. Additionally, Edmonds College, a public community college in Lynnwood provides a broad curriculum of studies for students and adults.

Lynnwood is a welcoming and active community that values: positive change; racial diversity, equity, and inclusion. Lynnwood is a remarkably diverse community with nearly 40% of residents being non-white, and 35% of residents being



Fair on 44th Community Event

foreign-born. There are over 100 languages spoken throughout the Edmonds School District.

Year-round recreational options include a municipal golf course, 22 city parks, public tennis, basketball, and pickleball courts, sports fields, and the Lynnwood Recreation Center featuring 5 swimming pools, 2 water slides, a water playground and a 3,000-square foot cardio/weight room.



Lynnwood Municipal Golf Course

THE CITY

Incorporated on April 23, 1959, Lynnwood is a full-service city providing a variety of municipal services, including police, roads and utilities, development and business services, municipal court services, parks, recreation and cultural arts. Lynnwood is 7.7 square miles, and has a population of over 39,000 people and growing.

The City of Lynnwood has a strong Mayor-Council form of government. The seven Councilmembers are elected directly by the people for staggered four-year terms, representing the community at large rather than individual districts or areas of the city. Mayor Christine Frizzell began her first term in January of 2022, after serving four years on City Council, and directs the overall management and administration of all city departments, policies, and directives. The city has over 350 full-time employees and 150 part-time and seasonal employees.

The City of Lynnwood is in good financial condition backed by sound fiscal policies and practices earning a AA+ bond rating by S&P. The new PRCA Director will have the opportunity to work with dedicated staff and positively shape the future of the organization in one of the most vibrant, beautiful areas in the Pacific Northwest!



Community Engagement