

THE CITY OF
HOLLYWOOD, FLORIDA



INVITES YOUR INTEREST IN THE POSITION OF
**DIRECTOR OF PARKS, RECREATION
AND CULTURAL ARTS**



HOLLYWOOD, FLORIDA — AN OUTSTANDING OPPORTUNITY



THE COMMUNITY

Rich in history and poised for the future, the City of Hollywood is located within minutes of the second busiest cruise port in the world and adjacent to Fort Lauderdale Hollywood International Airport. It is strategically located between Fort Lauderdale and Miami insuring convenience and access while offering a corporate and residential lifestyle all its own. The City is home to approximately 150,000 residents, has a total area of 31 square miles and is the twelfth largest city in Florida.

Joseph W. Young founded the city in 1925. Young had a vision of having lakes, golf courses, a luxury beach hotel, country clubs, and a main street, Hollywood Boulevard; Hollywood is a planned city. On Hollywood Boulevard is the Mediterranean-style Joseph Young Mansion, built around 1921, making it one of the oldest houses in Hollywood.

Hollywood is filled with parks, golf courses, and sandy beaches that run for more than five miles. The famous Hollywood Beach is known for its great boardwalk that extends about 2.5 miles along the Atlantic Ocean. Countless restaurants and hotels line the boardwalk along with a theatre, children's playground, and many other attractions including bicycle rental shops, ice cream parlors, souvenir shops, and a farmer's market. Many of the restaurants offer outdoor seating for patrons to enjoy the sea breeze and scenery. The boardwalk is vibrant and lively and is a scenic place for walking and jogging; there are also bike lanes for bicyclists and rollerblades. In the evenings, many restaurants and the bandshell off of Johnson Street showcase musicians and spontaneous dancing may occur on the boardwalk.

Hollywood is made up of 32 public and charter schools with 13 private schools. The public schools are operated by the Broward County Public Schools.

Learn more about the City of Hollywood by visiting:

www.hollywoodfl.org

THE MUNICIPAL GOVERNMENT

The City Charter prescribes that Hollywood operate under the Commission/Manager form of government. Policy-making and legislative authority are vested in the City Commission,

which consists of a Mayor and six Commissioners. The Mayor is elected at-large, and the Commissioners are elected by district on a non-partisan basis to four-year concurrent terms.

The Commission is responsible for, among other things, passing ordinances, adopting the budget, approving labor contracts and expenditures, appointing committees and hiring the City Manager and City Attorney. The City Manager is the final appointing authority for all other City employees and is responsible for exercising control over all Departments and Offices. The total Budget for Fiscal year 2020 is \$567,542,781 and there are 1305 full-time City employees including Police, Fire, Public Works, and a regional Public Utility.

THE DEPARTMENT OF PARKS, RECREATION AND CULTURAL ARTS AND THE DIRECTOR

The Director of Parks, Recreation and Cultural Arts reports to the City Manager and is responsible for administering work in managing the Cultural Affairs and Recreational Services Department., directing and coordinating all activities associated with the Department.

The City of Hollywood has over 785 acres of recreational and open space offering a diverse range of facilities, activities, and amenities for residents and guests. The City's park system is comprised of 41 playgrounds, 39 parks, 11 community centers, 6 athletic facilities, 3 golf courses, 3 amphitheaters, 1 tennis center, 1 community pool, and a marina. Annual department programs offered include: fitness, dance, martial arts, camps, youth and adult sports, sailing, aquatics, senior trips and programming, clubs, computer labs, special events, cultural arts, culturally diverse programs, and marina dockage.

The Fiscal Year 2020 Budget for the Department totals \$13,300,280 with a staff of 42 full-time employees and 98 part-time employees.

The Director supervises subordinate personnel. Work involves the exercise of considerable independent judgement and is reviewed through conferences and written reports for adherence to adopted policies.

The Director of Parks, Recreation and Cultural Arts' duties and responsibilities include but are not limited to:

- Develops and directs cultural affairs, recreation and athletic programs
- City-wide public relations and promotions,
- Oversees operation of three (3) municipal golf courses
- Recreation and Parks area Facilities
- Coordinates special events involving cultural entertainment and programs



ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Establishes and maintains cultural programming through regular performances and special events
- Oversees contract compliance and operations of City's three (3) municipal golf courses.
- Plans, directs, and supervises the activities of the municipal recreation program and parks facilities
- Develops and implements departmental operating policies and procedures
- Establishes program goals and objectives
- Develops strategies and evaluates operational effectiveness.
- Prepares and administers departmental budget, controls expenditures in accordance with budget appropriations; evaluates needs and recommends staffing levels, materials, equipment, and capital improvements.
- Surveys all program development through community and staff input; confers with appropriate individuals concerning facility and program scheduling; schedules all long range and immediate plans for expansion; serves as liaison with public; establishes and works with special event committees to coordinate community events.
- Prepares publicity on City-wide events and activities; attends community meetings and coordinates with the public in providing programs to meet the needs of citizens.
- Supervises the maintenance of systematic, accurate and complete records of the department's activities and services, personnel and property; reviews and verifies requisitions and work orders; prepares departmental payroll.
- Plans, assigns, supervise, and evaluates the work of staff; oversees the hiring of new employees.
- Establishes and maintains cooperative planning and working relationships with national, state, city officials and other local community agencies.
- Reviews, inspects, and researches equipment for departmental and program operations; inspects facilities.
- Oversees the City's grant administration for the Department of Parks, Recreation, and Cultural Arts.
- Prepares agenda items for meetings including community meetings, City Commission pre-meetings and meetings, and meetings with the City Manager.
- Serves as a member of the City Manager's Executive Management Team, reviewing and/or providing input

and recommendations for collective bargaining proposals.

- Effectively and positively represents the City in delivering and performing work with colleagues and clients, irrespective of gender, race, religion, age, disability, political affiliation or belief, or sexual orientation.
- Establish and maintain effective and professional relationships with work colleagues, supervisors and managers.
- Performs related work as required for this position description only.

THE IDEAL CANDIDATE'S KNOWLEDGE, SKILLS AND ABILITIES

In evaluating applicants for this position, the City Attorney will be looking for he/she to have the following characteristics and competencies:

- Knowledge of federal, state, county and municipal laws.
- Knowledge of laws relating to cities' rights and privileges.
- Skill in researching and analyzing day to day problems.
- Skill in communicating effectively, both orally and in writing.
- Ability to match deadlines with workload through proper scheduling.
- Ability to logically research and present alternate solutions to complex problems.
- Ability to manage administrative details.
- Ability to establish and maintain effective and professional relationships with work colleagues, supervisors, managers and the public.

EDUCATION/EXPERIENCE:

The successful candidate will have a minimum:

- Bachelor's Degree in Recreation, Marketing, Public Administration or related field from an accredited college or university.
- A Master's Degree or additional graduate level courses in public administration or related field.
- Five (5) years of progressively responsible experience in developing and implementing community wide leisure service programs, two (2) years of which must have been at the supervisory level.
- Certified Parks and Recreation Professional

Additional education and experience or an equivalent combination of training and experience may be substituted for the above requirements.





COMPENSATION AND BENEFITS

Depending on qualifications and experience, the expected starting salary for the successful candidate will be between **\$95,586** to **\$137,600** annually.

Employee benefits are competitive and include:

- Medical coverage and dependent coverage.
- Dental plans.
- Retirement Plan with 7 years vesting.
- Auto and Cell phone allowance.
- Annual Vacation Days (25); on the 4/10 schedule it is 20 days (5 weeks).
- Paid Holidays (13).
- Sick Days and Personal Days.
- And More.

HOW TO APPLY

For additional information on this outstanding opportunity, please contact Dona Higginbotham, Senior Vice President, The Mercer Group, Inc. at, **DHHiggin@att.net**

Position will remain OPEN UNTIL FILLED

Resume review November 20, 2020, and each seven days thereafter.

Interested and qualified candidates should send a letter of interest and resume to:

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**Dona Higginbotham
Senior Vice President
The Mercer Group, Inc.
Email: DHHiggin@att.net**



Resumes are subject to the provisions of Florida Public Records Statutes

The City of Hollywood is an Equal Opportunity Employer. The City does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, political ideas, or disability in employment or in the provision of services.

