



Recruitment for Parks and Recreation Director – City of Platteville, Wisconsin

Join Our Team! The City of Platteville seeks an energetic individual to serve as our Parks and Recreation Director. This exempt position under the direction of the City Manager will direct, coordinate, and evaluate all recreation programs and activities for the City of Platteville in cooperation with City and School District personnel. To ensure consideration, applicants should submit a resume, cover letter and professional references by Monday, January 3, to Human Resources Specialist Chad Wilson at wilsonc@platteville.org. The City of Platteville is an Equal Opportunity Employer. For additional information about the City of Platteville, visit www.platteville.org.

Our Community

Located in scenic southwest Wisconsin, Platteville is home to over 12,500 residents, including a large student population. Platteville is part of Wisconsin's Driftless Area and is surrounded by rolling hills and beautiful farm country. While Platteville started as a lead and zinc mining center, today the area economy revolves around agriculture and manufacturing. The city has a historic Main Street and extensive retail opportunities both downtown and near the east-side expressway exit. Platteville is the home of University of Wisconsin-Platteville, which serves over 8,000 students with on-campus and distance learning programs.



Platteville has excellent medical facilities, a bustling industry park, and several quickly developing housing areas. Residents and visitors enjoy 16 city parks, which include over 200 acres of open space, city museums, art gallery, playgrounds, baseball and softball diamonds, biking and hiking trails, a skate park, picnic shelters, an arboretum, and an outdoor aquatics center. New community amenities include a new 22,000 square foot public library, 6,000 square foot Broske Event Center and the Rountree Branch Trail, a paved and lighted trail for bicyclists and walkers. Platteville Public Schools consistently receive high ratings. In addition, area residents benefit from the many educational, athletic and cultural events offered at UW-Platteville.



City Government

The City of Platteville has a City Manager form of government. Platteville's Common Council has seven members; three of the members have served for over fifteen years and bring a wealth of knowledge to their role. The City of Platteville leadership team includes many long tenured employees.



In addition to the Parks & Recreation Director, other leadership team members include the City Manager, Public Works Director, Administration Director, Community Development Director, Police Chief, Fire Chief, Library Director, Museum Director and Human Resources Specialist. Having a supportive and cooperative working relationship is of high importance to the members of the leadership team. Seventy-three regular full-time and sixteen part-time employees work at the City. Volunteer firefighters and seasonal employees round out the rest of our team.

Parks and Recreation Department

The Parks and Recreation Department is committed to improving the quality of life for residents and visitors to the City of Platteville. The Department wants to make Platteville a better place to live, work, and play. The Department strives to provide fun-filled spaces and programming for people of all ages to enjoy. Planning is essential for the City's Park and open space system to continue to meet the recreational needs of the community, as well as to continue to preserve natural areas. In 2019, the City of Platteville updated our Parks and Recreation Comprehensive Plan which can be found on our website. The city is looking for the next Parks and Recreation Director to continue the charge of the previous in implementing the recommendations of this plan.

Examples of the work the Parks and Recreation Director will be required to perform include:

- Provide direction and supervision in the operation and maintenance of the Platteville Family Aquatic Center, Broske Event Center, Platteville Senior Center, Moundview Campground, Platteville Forestry Department and City of Platteville's Park Department.
- Develop, submit, and monitor the annual budget for Recreation Administration and Programs, Broske Event Center, Platteville Senior Center, Platteville Forestry Department, and Park Operations and Capital Improvements.
- Select, train, supervise and evaluate the Park's Foreman, Senior Center Director, Administrative Assistant, and other department personnel with the direction and assistance of the City Manager.
- Select, train, supervise and evaluate part-time, seasonal, and voluntary personnel.
- Schedules and supervises recreation staff and officials. Assist with Human Resources in interviews and hiring necessary staff for all recreation programming. Assist Human Resources in scheduling employee orientation and staff meetings as needed.
- Answer letters of inquire and talk with visitors; address public and civic organizations, inform the public of policies, procedures, and availability of facilities for public use.
- Responsible for ensuring all programs and activities are properly supervised and ensure registrations for recreation programs and clinics are timely and accurate.
- Shall serve as ex-officio member of, takes minutes for, and sets agenda for the Parks, Forestry, and Recreation Committee and other committees as assigned.



A complete list of duties and responsibilities can be found within the official job description on the City of Platteville's website at www.platteville.org/jobs.

Candidate Qualifications

Position requires a bachelor's degree in recreation, parks, leisure services, or related field and at least 2 years of related experience. Aquatic Facility Operation Certification (AFO), Certified Pool Operator (CPO), Certification in Parks and Recreation (CPRP), are preferred. Strong communication skills are important, including the ability to translate complex topics for other leaders, elected officials and the general public. The position is fast paced; the successful candidate will be able to manage several projects simultaneously while maintaining high attention to details. The successful candidate will also support a culture of engagement and transparency by involving employees, elected officials and residents into decision-making processes.

City of Platteville leaders are all expected to model the City's values of:

- Having a positive impact on our community
- Treating our customers with care
- Working cooperatively together
- Doing quality work
- Demonstrating integrity on the job
- Showing flexibility and a "can-do" spirit
- Acting as good stewards of the City's resources
- Ensuring our safety and the safety of others

Tentative Search Timeline

Resumes Due: Monday, January 3, 2022

First Interviews: Thursday, January 6 or Friday, January 7

Finalist Interviews: Monday, January 10 or Tuesday, January 11

Anticipated Offer: Friday, January 14

Anticipated Start Date: Two weeks from hire date

Why Join the City of Platteville Leadership Team? Here's What Our Leaders Had to Say...

- I love being a part of something larger in which our main goal is to make a difference. I love that everyone cares about the work they do and that I have the option of flexibility when needed.
- The leadership team at the City of Platteville is very much a team sport and I enjoy being part of that team and contributing to the individual and collective success of the team.
- Working as a department head for the City of Platteville is one of the most rewarding positions I have held. I have the autonomy to act with agility while having the support of experienced professionals in the leadership team, City Manager, and City Council. I am pleased with the variety cultural options, friendliness of my neighbors, and wonderful opportunities to explore the great outdoors through the trails that are just steps from my door. If you are looking for a place where you can truly make a difference in a great community, this is it.