

PROFESSIONAL ANNOUNCEMENT

**Administrator of Parks and Recreation
Lee's Summit, Missouri**

Lee's Summit, Missouri (population 95,973) is seeking highly professional and energetic candidates interested in serving as the next Administrator for the Parks and Recreation department. Located approximately 25 miles southeast of downtown Kansas City, Missouri, the city is in both Jackson and Clay Counties.

Lee's Summit (65.87 square miles) is a community of beautiful neighborhoods, a historic downtown, and excellent schools. The outstanding quality of life in Lee's Summit is greatly enhanced by a Gold Medal Award winning Parks and Recreation department (Department) that offers a variety of activities including 30 parks, three community centers, an outdoor Aquatics Center and manages a total of 1,200 acres. The Department is governed by a nine-person Parks and Recreation Board (Board), who are appointed to serve staggered 3-year terms by the Mayor with advice and consent of the City Council. The Administrator reports directly to the Board and is responsible for the implementation of policy and overall operations which employs 42 full-time and approximately 400 part-time and seasonal employees. The 2017 operating budget is \$8.2 million with approximately \$5 million (61%) derived from fees and charges and a remaining \$3.2 million (39%) from property tax revenues. In addition, the Department receives approximately \$3.7 million annually in sales tax revenue dedicated to debt retirement and capital projects.

The former Administrator recently retired after 38 years of service in Lee's Summit.

The next Administrator shall:

- Have a strong commitment to excellent customer service and be highly collaborative/team oriented with a proven track record in a municipal environment.
- Have a strong finance/budget background with the ability to find creative solutions to fiscal constraints.
- Be an active leader with a professional and engaging communication style with respect to residents, elected and appointed officials, the business community, and staff.
- Have a minimum of Bachelor's Degree in Parks and Recreation, Public Administration, or related field. A Master's in Public Administration, Parks and Recreation or related field is highly desirable. Certified Park and Recreation Professional certification is required.
- Have a record of continuous education and training.
- Have experience or familiarity with the National Park and Recreation (CAPRA) accreditation process.
- A minimum of 12 to 15 years of progressively responsible experience in parks and recreation administration or a related field.

The Board offers a competitive salary and excellent benefits package. The salary range for the position is \$110,000-\$130,000 DOQ. Residency is required. Apply online to GovHR USA with your resume, cover letter, and contact information for five professional references by December 11, 2017, to the attention of Terrence Porter.

[Click here to apply](#)