



CHEHALEM PARK AND RECREATION DISTRICT

Invites applications for the position of:

SUPERINTENDENT

Opening Date: October 28, 2024

Closing Date: December 2, 2024



LOCATION: Newberg, Oregon

APPLICATION DEADLINE: December 2, 2024

PAY AND BENEFITS:

STARTING SALARY RANGE: \$145,000 – 155,000 annually

Benefits include paid family health insurance (medical, dental, and vision), 8% District contribution to retirement program, 12 paid holidays, paid vacation as outlined in the employee handbook, and paid sick leave (8 hours per month). Benefits may be negotiated to meet the needs of the superintendent subject to approval of the board of directors.

DESIRABLE STARTING DATE: FEBRUARY 15, 2025

POSITION SUMMARY:

Chehalem Park and Recreation District is currently recruiting qualified applicants to fill the position of Superintendent. Serving as the district's chief executive officer, the Superintendent reports to a five-member elected board of directors.

The district is looking to hire a service-oriented, collaborative, visionary leader with proven management skills that has the capacity and passion to lead the organization in delivering exceptional parks and recreation services to our growing community. The superintendent oversees all district operations and management of personnel, programs, and facilities. He/she is responsible for ensuring that the district maintains a sustainable financial position as it develops and grows with the community. The superintendent is expected to be engaged in the community and be a strong supporter of partnerships with allied agencies and organizations.

ABOUT THE DISTRICT

CPRD is the primary public parks and recreation provider for residents in the Chehalem Valley located in Yamhill County, 25 miles southwest of Portland, Oregon. The valley is considered the gateway to Oregon's wine country. The district encompasses the incorporated cities of Newberg and Dundee and was formed by the vote of district residents in 1965 as a special purpose park and recreation district under ORS 266. The 64 square mile district serves 38,000 residents, approximately 20% of the residents reside outside the incorporated cities.

The district offers a diverse variety of recreation and activity programs for all ages and special events throughout the year. CPRD maintains and manages 1000 acres of parkland including 25 developed parks, sports complexes, disc golf courses, a worldclass skatepark, an American BMX Association track, and the award winning 18-hole Chehalem Glenn Golf Course. In addition, the district also operates a multitude of outstanding recreation facilities including the Chehalem Aquatic and Fitness Center, Chehalem Armory and Youth Center, Chehalem Community Center, Bonnie Benedict Preschool, Chehalem Senior Center, and Chehalem Cultural Center.



With a wealth of outstanding facilities, CPRD provides the community with over 350 programs and activities, fostering a vibrant, multi-generational array of recreational opportunities that unite residents and enrich their lives. A sample of offerings include a diverse selection of youth and adult sports, summer camps, a farmers' market, after-school programs, preschool, swim lessons, golf lessons, and the highly popular Camelia Run & Walk, which attracts more than 700 participants each year. Additionally, the district's soccer program features over 1,400 participants each fall and spring, while the district's aquatic and fitness center welcomes over 800 visitors daily. CPRD serves as the heart of fun, wellness, and lifelong memories in the Chehalem Valley.



CPRD has 37 full-time employees and approximately 150 part-time employees. The general fund budget is currently \$14.8 million with an overall budget including reserves, debt service, and system development charges of \$21 million. Approximately 26% of the district's general fund revenue comes from property taxes. The balance of the revenue is from fees, charges, interest income (35.5%), and cash on hand (38.5%).

Key stakeholders who work in partnership with the district to help meet the recreational needs of valley residents include the Newberg School District, cities of Newberg and Dundee, Yamhill County, George Fox University, and the Chehalem Valley Chamber of Commerce.

For more information about the district and our growing community, please see our district website at www.CPRD.org.

To learn more about our community, please click on the link below:
Chehalem Valley Chamber of Commerce Visitors Guide: www.chehalemvalley.org

THE IDEAL CANDIDATE

The individual appointed as the superintendent must be a professional, service-oriented, visionary, energetic leader with proven management skills. The superintendent must have the ability to manage district operations while also promoting and leading "big picture" projects that enhance district parks, facilities, and programs. The ideal candidate also has significant experience managing and sustaining budgets and leveraging resources. He/she has experience working for or with elected officials including the development and implementation of policies and procedures.

The candidate must demonstrate the ability to develop and support a professional and innovative team that focuses on serving the public. The ability to develop collaborative partnerships with other public agencies, private industry, community groups, and district residents will be vital to the success of the district and the position. Besides being experienced in managing others, projects, and budgets the successful candidate must be a great communicator (verbal and written), passionate about public service and the district, personable, and willing to be fully engaged in the community. Knowledge of park and recreation operations, programming, and trends in recreation management, facilities, and programming is required.

To review the job description and to complete the application please see this link:
<https://www.sdao.com/classifieds>

To be considered as a candidate, please submit a completed and signed application, resume, and cover letter to the address or email listed below. Electronic submission is preferred.

Attn. Superintendent Recruitment Committee c/o Shanta Carter
Chehalem Park and Recreation District – Superintendent
Special Districts Association of Oregon
PO Box 23879
Tigard, Oregon 97281
Email: sdaoconsultingservices@sdao.com

