



Parks and Recreation Director Executive Search

Ada Township is searching for a strategic leader to manage and develop the Township's parks, recreation, and open spaces.

Our Growing Community

Ada Township is located directly east of Grand Rapids nestled near the convergence of the Grand and Thornapple Rivers with a population of 14,388. The Township boasts award winning schools and an expanded downtown commercial core. With many community amenities, a regional trail system, and a high quality of life, Ada is an area of growth in West Michigan.

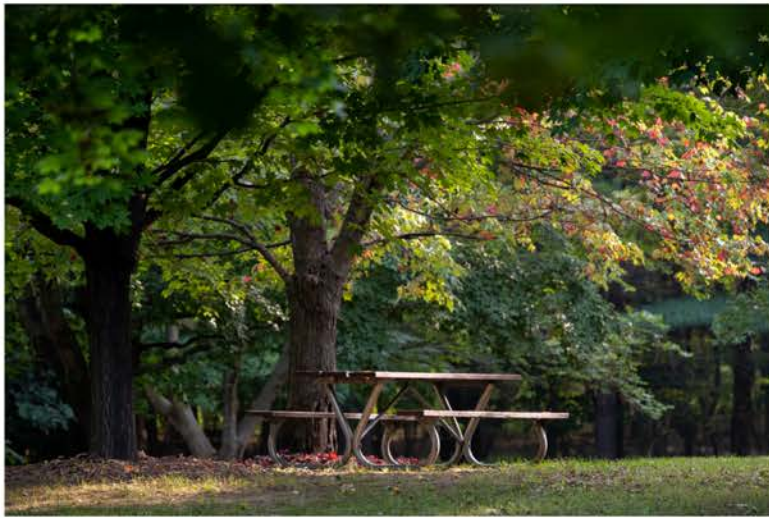
There are currently more than 200 residential units under construction that will add residents seeking recreation opportunities in the Township as well as a number of commercial projects that will add additional employees seeking recreational opportunities before work, during their lunch break or after work.

Ada has a mix of walkable, paved trails, riverways, and unpaved trails throughout the Township. These non-motorized trails provide regional connectivity throughout the community and West Michigan. The Township is currently working on expansion of the trail system in partnership with Kent County and the Grand River Greenway project.



The Government

Ada operates under the council manager form of government and employs a Township Manager to oversee the daily operations of the Township. The governing Township Board of Trustees consists of a supervisor, clerk, treasurer and four trustees who are elected every four years. The Township board adopts ordinances, policies and budgets. The Township manager is appointed by the Township Board and is responsible for the operations and day-to-day management of the Township in accordance with the ordinances and policies set forth by the Township Board.



Our Parks and Trails



4 PARKS
3 PRESERVES
467 ACRES

**23+ MILES
OF TRAILS**



Department Background

In 2016 the Township established the Parks, Recreation and Land Preservation Advisory Board. This board was established by merging the previous Parks Committee and Open Space Preservation Advisory Board. At this time the Township merged two previous voter-approved millages into one to support the newly titled Parks, Recreation and Land Preservation Program. The department is supported by a .6377 mill tax levy which generates approximately \$789,000 annually. The Township also has a separate millage that funds trail construction and maintenance which was approved by voters in 2020. This position would be part of the trail planning team. The current Parks & Recreation Director is retiring after sixteen successful years as the Director.

The department has added a full-time recreation program coordinator and a full-time administrative assistant in the past two years to provide additional support to the director.

In 2023 the Township hired a Building, Facilities & Grounds Director which will reduce maintenance oversight from the Parks Director.



The Position - Essential Functions

- Facilitate five-year Parks, Recreation & Land Preservation Plan
- Oversee parks and recreation operations
- Oversee stewardship and open space preservation activities
- Provide strategic and operational leadership to department
- Prepare and monitor annual budget and five-year capital improvement plan
- Coordinate development of recreational and education programming
- Plan for renovations, acquisition and/or expansion of parks and open space
- Hire, train, supervise, discipline, and termination of department staff
- Manage department staff and assign tasks, responsibilities, and projects
- Evaluate department performance, resolve workload and technical issues and assure goals are communicated clearly and achieved
- Coordinate with Buildings, Facilities & Grounds Director to arrange for maintenance and repair of park facilities, equipment, and open space preserves
- Create and publish Township Parks & Rec information guides and activities calendar; provide public with appropriate notices regarding department activities and special events, through the website and social media
- Manage and update website as needed for items related to Parks, Recreation and Land Preservation activities
- Serve as liaison to community partners for activities involving park property

Background and Education

A minimum of five years' leadership experience with a parks & recreation department in either the private or public sector, and a passion for effective and collaborative leadership in this space. Leadership experience in related fields will also be considered.



- A bachelor's degree in Parks & Recreation, Environmental Studies, Natural Resources, Public Administration or related fields. Master's degree preferred
- Valid state of Michigan driver's license

Knowledge and Skills

- Effective administrative, managerial, organizational, and leadership skills
- Understanding of parks millages, recreational programming and related software, invasive species management, ecological knowledge, horticultural history, and land management
- Strong interpersonal skills facilitating effective working relationships with public officials, consultants, contractors, staff, residents and the public
- Forward-thinking, detail-oriented, creative, self-starter, work independently
- Effective communication and writing skills and the ability to make oral presentations to a variety of audiences
- Ability to critically assess and respond to work-place challenges, problem-solve, and to otherwise work effectively under stress
- Knowledge of governmental budgeting processes
- Ability to meet deadlines, concentrate and pay close attention to details, ability to organize, prioritize, and work independently as well as schedule and produce work on a timely basis
- Ability to attend meetings scheduled at times other than normal business hours, travel to other locations and respond to emergencies outside of business hours

Compensation



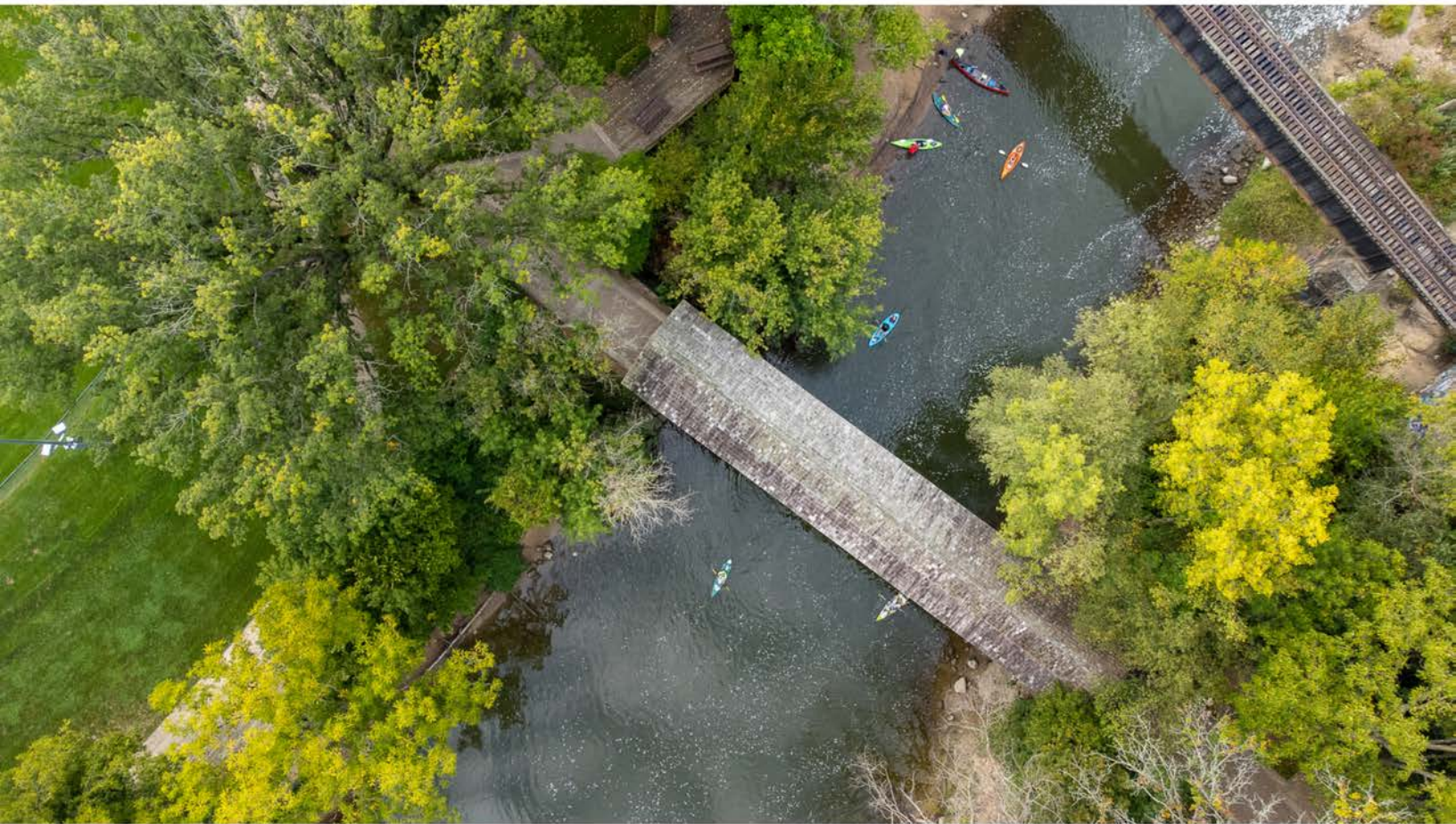
- Compensation range for the position is \$77,165-\$100,314. The starting salary will be within the range, dependent upon qualifications and experience.
- Full benefit package (health, dental, vision)
- Defined Contribution Retirement Plan - 10% Township Contribution
- Life Insurance
- Paid Time Off
- 13 Paid Holidays Per Year
- Monthly Phone Stipend

To Apply

Please submit a cover letter, resume, and five professional references to Julius Suchy via mail or email by 5:00 PM on Friday September 15, 2023

Parks and Recreation Director Executive Search
Attn: Julius Suchy, Township Manager
7330 Thornapple River Drive SE
PO 370
Ada, MI 49301

Or: jsuchy@adatownshipmi.com



Ada Township is an equal opportunity employer. Ada Township does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, political ideals or disability in employment or the provision of services.



TOWNSHIP

616.676.9191 // adamichigan.org/township