



## **Director of Parks & Recreation**

### **Highland Parks & Recreation**

**Contact Name:** Alex Brown  
**Contact E-mail:** abrown@highland.in.gov  
**Contact Phone:** 219-838-0114  
**Closing Date:** 2025-04-27  
**Salary:** 92,858

#### **Description:**

#### **Description:**

#### **DIRECTOR of PARKS & RECREATION – HIGHLAND PARKS & RECREATION**

Salary: \$92,858

Location: Highland, Indiana

Annual Operating Budget: \$2.9 Million

Application Deadline: April 27, 2025

#### **About the Position**

The Highland Parks & Recreation Department (HPRD) is seeking a visionary and motivated leader to serve as its next Director of Parks & Recreation. This is a highly visible and community-focused leadership role, responsible for strategic planning, financial management, operations, and community engagement. Reporting to a five-member Park & Recreation Board and a five-member elected Town Council, the Director leads a dedicated team of 18 full-time employees and manages a \$2.9 million annual budget, ensuring the continued growth and enhancement of recreational services, community programs, and public spaces.

Highland Parks & Recreation maintains approximately 250 acres of parks & trails, including Main Square Park and the Sharp Athletic Complex. The department also operates the Lincoln Community Center, an 80,000 square foot facility which includes administrative offices, fitness center, multi-purpose classrooms and a 36,000 square foot fieldhouse.

#### **Key Responsibilities**

#### **Financial Management & Budgeting**

- Oversee the creation and management of the annual \$2.9 million budget.
- Work with the Clerk-Treasurer and Town Council to establish capital funds to constantly improve upon parks & facilities.
- Provide fiscal oversight of all Department funds, ensuring efficient and responsible allocation of resources.
- Identify revenue-generating opportunities, including grants, sponsorships, and program fees, to enhance the Department's financial position.

- Ensure compliance with financial reporting requirements as required by the Indiana State Board of Accounts.

### **Operations & Capital Project Management**

- Oversee the maintenance and improvement of parks, trails, facilities, and infrastructure, ensuring high standards of safety and usability.
- Manage capital projects, including park improvements and facility renovations, in coordination with the Board and community stakeholders.
- Lead the development and implementation of 5-year Master Plans, ensuring alignment with community needs and Board directives.

### **Community Engagement & Program Development**

- Work with the Recreation Director and Program Supervisors to expand and innovate a wide-range of recreational activities and programs.
- Work with a dedicated group of community youth sports organizations to ensure that their programs continue to provide quality youth sports opportunities.
- Serve as the face of the Department, ensuring strong relationships with residents, local businesses, and stakeholders.

### **Human Resources & Staff Development**

- Lead and develop a dedicated full-time staff of 18 and a part-time staff of 80.
- Oversee full-time staff hiring, training, and performance management, fostering professional growth and accountability.
- Promote workplace culture of innovation, teamwork, and excellence to support the mission of the Department.

### **Qualifications & Experience**

- Minimum of 8 years experience in a Director or Superintendent role within parks & recreation, municipal government, or a related field.
- Bachelor's degree in Public Administration, Parks & Recreation Management, Business Administration, or a related field.
- Certified Parks and Recreation Professional (CPRP) certification preferred.
- Proven financial acumen, with experience overseeing budgets and financial reporting.
- Strong strategic planning and vision-setting skills.
- Experience in capital project planning, facility management, and intergovernmental agreements.
- Exceptional leadership and personnel management skills, with experience supervising teams and fostering a collaborative work environment.
- Strong community engagement and relationship-building skills, with a passion for public service and community development.
- Ability to effectively communicate with the public, Park Board, elected officials, staff and external partners.

### **Compensation & Benefits**

- Salary: \$92,858
- Medical & Dental Benefits (PPO or HSA w/employer contribution to Health Savings Account)
- Life AD&D Insurance
- PERF Defined Benefit Pension & Annuity (through Indiana Public Retirement System - INPRS)
- Disability Plan & Workers' Comp Insurance
- Section 457 Plan Deferred Compensation and ROTH Plans

- Paid Time Off (Personal Days, Vacation Days, & Holidays)
- Professional Development opportunities and support for continued education.

### **How to Apply**

Interested candidates should submit the following:

1. Cover letter detailing interest and qualifications.
2. Resume highlighting relevant experience.
3. Three professional references (letters preferred).

Submit application to [abrown@highland.in.gov](mailto:abrown@highland.in.gov). All application materials will be due on Sunday, April 27, 2025.

The first interviews are projected to start the week of May 5. The projected start date is June 9, 2025.

For more information about the Department, visit [www.highlandparks.org](http://www.highlandparks.org).