



THE CITY OF DUNEDIN, FL
INVITES YOUR INTEREST IN THE POSITION OF
DIRECTOR OF PARKS & RECREATION

THE COMMUNITY

The City of Dunedin (pronounced Doneee-din) is a unique and vibrant community on central Florida's west coast, in the heart of Pinellas County's Suncoast. The beautiful, naturally wooded, and subtropical setting includes close to four miles of picturesque waterfront, a village-like atmosphere, and a relaxed lifestyle. For decades, the community's progressive vision, masterful planning, and year-round outdoor activities have lured people worldwide.

Today, almost 38,000 residents consider this thriving city a delightful place to live, work, and play. Dunedin celebrates the Arts and Culture and its founding fathers' rich American and Scottish heritage in numerous ways. Public murals and other artwork are displayed throughout the city. Every year, the City commemorates such notable events as the Highland Games in March/April and the Celtic Festival in November. The City embraces diversity with a series of events each year commemorating the birthday of Dr. Martin Luther King, Jr., Mardi Gras, St. Patrick's Day, and Cinco de Mayo, to name a few. Other notable attractions include the City's Downtown Market, art and crafts festivals, and numerous other events held throughout the year. The City also has several historic structures that add to its character and charm, four of which are listed on the National Register of Historic Places.

This waterfront community is home to several beaches, including the well-known Honeymoon Island. It is a short boat ride from the world-renowned Caladesi Island State Park, which is consistently rated among the best beaches in the world. The City's parks, such as the 124-acre Gladys E. Douglas Preserve, which includes an 80-acre lake, waterfront Weaver Park, and Edgewater Park beside the Dunedin Marina, offer ample opportunities to enjoy fresh air, sunshine, and recreation throughout the year. Visitors and residents can also enjoy a round of golf at the City's premier golf course, all amidst the city's natural beauty.

The downtown business district is notable for numerous boutique-style stores interspersed between an eclectic selection of local restaurants and a wide array of art studios and galleries, including an Artisan District. Visitors and residents can also access the Pinellas Trail, a 39-mile-long bicycle and pedestrian trail that traverses Pinellas County and bisects downtown Dunedin. Nearby, the Dunedin History Museum, established in 1970, is housed in a historic railroad station and preserves Dunedin's unique history.



Downtown is also pet-friendly, with doggie water bowls located outside many stores and restaurants that accommodate pets in their outside eating spaces.

Since 1977, Dunedin has been the spring training home of the Toronto Blue Jays and the Class-A Dunedin Blue Jays of the Florida State League. Home games are played at the recently renovated TD Ballpark, and a state-of-the-art Player Development Complex (PDC), which sits on a 65-acre site, is only 10 minutes from the stadium.

The Dunedin Public Library, founded in 1895, is the oldest in Pinellas County and is celebrated as one of the most progressive in Florida. The Dunedin Fine Art Center, established in 1975, is a premier Art Teaching Center—the largest of its kind in Florida—offering many quality art education programs and inspiring exhibitions.

THE AGENCY

The City of Dunedin has a commission/manager form of government, which is nonpartisan. The City Commission is comprised of a Mayor and four Commissioners, elected under a staggered system with overlapping terms.

The City of Dunedin has approximately 416 FTEs. The City's total budget for the Fiscal Year 2025 is \$138.8 million, and the General Fund makes up approximately 38% of the total annual budget. City departments include the City Clerk, City Commission, City Manager's Office, Communications, Community Development, Economic and Housing Development (which consists of the Community Redevelopment Agency), Finance, Fire, Human Resources and Risk Management, IT Services, Library, Parks & Recreation, Public Works, and Utilities and Engineering. Law enforcement services are provided under contract by the Pinellas County Sheriff's Office.

The Parks & Recreation Department has approximately 95 FTEs and provides a full slate of services with an annual budget of \$24.8 million. Amenities include 30 parks, 350 acres of public-use green space, and state-of-the-art playgrounds. Excellent indoor and outdoor facilities include the Hale Senior Activity Center, the Dunedin Community Center, which includes the Fitness Center, and the MLK Jr. Recreation Center, which includes a skate park. Additional facilities include a driving range, a recently renovated city-owned Donald Ross Golf Course, a unique 90-acre Hammock Park, 10 brand new pickle ball courts,

a sprayground, and a pool which will be renovated into a new Aquatic Complex, currently in the design phase. The City also owns a marina, which is under renovation. Additionally, Parks & Recreation has a variety of rental fields, courts, and facilities to offer for leagues, tournaments, and casual play, including baseball, softball, soccer, indoor volleyball, sand volleyball, and tennis. Popular programs offered by Parks & Recreation include Archery, Basketball, Cross Country, Fencing, Fit Kids Sports, Flag Football, Golf, North City Track Program, Pickleball, Tennis, and aquatics, camps, and after-school programs.

THE POSITION

The Director of Parks & Recreation reports to the City Manager. Under general administrative direction, the Director oversees all functions of the Parks and Recreation Department, including the management of parks, administration, recreational facilities, programs, and special events, ensuring accessible and high-quality recreation opportunities for all residents of Dunedin and visitors while adhering to the city's budget and strategic goals.

This role involves leading a team of staff, developing new programs, maintaining park infrastructure, developing and implementing capital projects, and collaborating with community stakeholders to enhance the quality of life within the city. Additionally, the Director develops the Strategic and Master Plans for the department and performs related professional and administrative work as directed.

The City is looking for a candidate with extensive experience in parks and recreation management and demonstrated leadership skills with the ability to manage and motivate a diverse team. The ideal candidate must possess strong communication skills, and the ability to negotiate among constituency groups with diverse interests to achieve a shared understanding and commonality of purpose.

Duties of the Director of Parks & Recreation include, but are not limited to:

- Determines the major work elements or project tasks for department, divisions, and sections; monitors the progress of all activities to ensure that resources are efficiently used and that projects stay on schedule.
- Leads and supervises a large team of staff across various divisions within the Parks and Recreation Department, including department Administrative staff, Parks Maintenance, Recreation, Golf, and Marina Operations.
- Supervisory duties include instructing; assigning, reviewing, and planning the work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; evaluating staff; and recommending and approving disciplinary action,



employee transfers, promotions, and discharge.

- Identify community needs and develop new programs to address them.
- Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.
- Ensures the provision of adequate staff training and development; develops training materials.
- Prepares and conducts weekly staff meetings and individual meetings with direct reports.
- Develops and implements department policies and procedures.
- Develops and administers the department's annual budget; monitors and approves major expenditures, ensuring efficient allocation of funds across the department.
- Coordinates the interaction and assistance with other City departments, governmental and private agencies, the City Commission, Board and Advisory Committee members, and the public.
- Directs the planning and implementation of a comprehensive City recreation program. Conducts surveys and public meetings and evaluates current programs and facilities to determine the recreation needs of individual communities within the city and related city growth patterns.
 - Designs parks and recreational facilities to meet established goals and objectives.
 - Negotiates and administers agreements and contracts.
- Inspects recreational areas and facilities for safety and compliance with all policies and regulations.
- Coordinates programs and activities

with other City departments, advisory boards and committees, agencies, community organizations, and the public.

- Provides public information regarding department activities through media interviews and public appearances.
- Secures and administers grants for special project funding and capital projects.
- Oversees facility improvement projects, including renovations, expansions, and new construction.
- Attend Design Review Committee meetings and calculate Parkland Impact Fees for development as needed.
- Coordinate Neighborhood Enhancement Grants, review applications, and appropriate funds according to department's policy.
- Promote public awareness of Parks and Recreation programs and events through marketing and outreach efforts.
- Prepare reports and presentations for City Commission meetings, providing updates on department activities and budget status.
- Performs administrative duties such as contracting for services, purchasing/bidding, and personnel functions to include interviewing, hiring, payroll, etc.
- Other duties, as assigned.

Requirements include a Master's degree in public administration, parks and recreation administration, business, or a related field with seven (7) years of experience in parks and recreation administration; must have five (5) years of prior supervisory experience. An equivalent combination of training and experience that provides the required skills, knowledge, and abilities may be considered.

The Director of Parks & Recreation may be assigned to work various schedules, including compulsory work periods in special, emergency, and/or disaster situations. The Director may be required to stay on the premises during a declared emergency or as otherwise mandated.



COMPENSATION

The salary range is \$111,300 - \$139,131. The starting salary will be competitive and negotiable based on the qualifications and experience of the individual selected. Florida does not have a state income tax.

TO APPLY

If interested in this outstanding opportunity, visit www.SRNsearch.com to apply online.

The first review of resumes will take place on April 8, 2025; the position is open until filled.

Resumes will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references; references will be contacted only following candidate consent. Final interviews will be held with the City of Dunedin. Candidates will be advised of the recruitment status following the selection of the Director of Parks & Recreation. Questions regarding this recruitment may be directed to:

Ms. S. Renée Narloch, President
S. Renée Narloch & Associates
info@SRNsearch.com | 850.391.0000
www.SRNsearch.com

The City of Dunedin is an Equal Opportunity/ADA Employer. In an emergency, all employees are considered essential personnel and may be required to perform alternate duties.

In accordance with Florida's Public Records/Sunshine Laws, applications and resumes are subject to public disclosure.

