

The City of Mercer Island

*Parks and Recreation Department
invites your application for*



Community Center at Mercer View Manager

The Community

Mercer Island is a true island community. The City of Mercer Island covers 6.2 square miles and is the result of early settlement in the 1870's. The island was named after one of three pioneering Mercer brothers, all of whom had a great influence on the development of the Seattle area. Incorporated in July 1960, the island city has its own sense of identity, distinct from its neighbors, Seattle and Bellevue. Mercer Island, however, is close to both cities. It is just 10 minutes from downtown Seattle via the Interstate 90 floating bridge, and a similar distance from the burgeoning businesses and high density residential communities of the Eastside.



The City of Mercer Island Parks and Recreation Department is a leading public service agency providing parks, trails, open space, recreation, special events, art and volunteer opportunities on Mercer Island, a premier residential community of 21,970. The new Community Center at Mercer View is located adjacent to 74-acre Luther Burbank Park, offering expansive views of Lake Washington and Mount Rainier. The 41,000 square-foot community center will be the premier public gathering place for citizens and business and government leaders through effective use of program space, exceptional customer service, innovative technology, and outstanding social, health and recreational programming.

City Government

Mercer Island was incorporated on July 18, 1960 and operates with a Council/Manager form of government. Seven City Council Members are chosen during at-large, non-partisan elections to serve four-year terms. From among themselves, they elect a Mayor to serve a two-year term. The City Council is supported by advisory boards and commissions. The Mayor and City Council select a professional City Manager who oversees the administration of the City.

The City employs approximately 180 full-time employees who work in the City Manager's Office, Public Safety, Maintenance, Parks and Recreation, Development Services, Finance, Youth and Family Services, and City Attorney's Office.

The City of Mercer Island believes government's role in the future requires innovation today. To prepare for a changing future, we seek and encourage:

- ◆ Responsible risk taking.
- ◆ A creative, diverse work environment.
- ◆ Keeping current on technology trends and standards.
- ◆ Goal setting and work planning.
- ◆ Continuous evaluation and improvement of services.
- ◆ Public enterprise.

Position Overview

The Community Center Manager is responsible for opening and managing the day-to-day operations of a state-of-the-art municipal community center, which includes the management and coordination of the front office, marketing, facility maintenance, logistics, rentals, leases, personnel, food and beverage service, recreation programs and special events.

The Manager ensures that expenses are controlled and maximizes facility rentals and revenue generation while creating a premier public space that fosters inter-generational activities, promotes active lifestyles, offers opportunities to improve health and wellness and facilitates social and business interactions.

The Ideal Candidate

- Graduation from an accredited four-year college or university with a degree in parks and recreation, leisure and hospitality services, commercial recreation, hotel and restaurant management, business, public administration or communications.
- Five or more years of progressively responsible related experience in the recreation, tourism and hospitality industry, including facility and program management with preferably a combination of public and private sector as well as supervisory experience.
- Thorough knowledge of principles and practices of effective leadership and business management.
- Thorough knowledge of the principles and practices of public sector organization and program operations; considerable knowledge of City, State, and Federal laws and regulations relevant to facility operations as well as departmental policies and procedures.
- Experience developing and maintaining partnerships with community and business groups. Oversees the development of public involvement processes and conducts community outreach.
- Ability to lead and supervise the work of staff including coordinating, assigning, monitoring and evaluating work; hiring, training, counseling and correcting staff performance.



Compensation & Benefits

Salary Range: \$58,000 - \$60,000

Insurance - Medical, Dental and Vision Insurance Plans are available.

Retirement - Public Employees Retirement Plans

Vacation - Vacation Leave is earned at 8 hours a month, but may not be used during the first six months of the probationary period.

Sick Leave - 12 days per year

Wellness Incentives

Personal Leave - 24 hours per year

Holidays - 10 days per year plus one floating holiday

The Process

To apply, submit a cover letter, resume, and a City of Mercer Island Application, available at City Hall or on line at www.miparks.net.

Submit completed application materials to:

City of Mercer Island
Attention: Human Resources, #05-10
9611 SE 36th Street
Mercer Island, WA 98040-3732

If you would like the application materials mailed to you, please call the 24-hour response line at 206.236.3467.

Application Deadline: June 20, 2005



For more information about the Mercer Island
Parks and Recreation Department,
visit www.miparks.net.