



CITY OF BOWIE

DIRECTOR OF COMMUNITY SERVICES

THE CANDIDATE

The City of Bowie is seeking a proven and experienced professional to serve as the next Director of Community Services. The successful candidate will have a strong professional background in the areas of Recreation, Facilities Management, and Community Outreach. This individual will be a skilled problem solver with the ability to communicate effectively with employees at all levels of the organization, as well as City residents. The City is seeking a manager with a proven ability to foster an environment where employees feel motivated to perform at their highest level.

The successful applicant will also possess the following attributes:

- The ability to formulate, implement, and administer policies and procedures for effective fiscal control.
- Demonstrated ability to exercise sound professional judgment, effectively analyze facts, recognize problems, and formulate and implement viable solutions.
- Demonstrated skill in resolving a broad range of issues with department staff, contractors, and city residents.
- Ability to provide strong and effective leadership to departmental mid-level supervisors, staff, and varied operations.
- Ability to establish effective working relationships with other department heads, the City Council, and residents.
- Excellent written and verbal communication skills.

THE POSITION

Reporting directly to the City Manager, the Director of Community Services plans, directs, manages, and oversees the staff and activities of the Community Services Department's eleven operational divisions. This includes, but is not limited to ensuring top notch delivery of the City's recreational programs, management of all City parks, and maintenance and operation of City facilities. The Director ensures all resources within each division are properly allocated and managed; provides long-range planning for department programs, projects, and needs; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

DESIRED QUALIFICATIONS

Bowie's next Community Services Director will have a bachelor's degree in Recreation Management, Public Administration, Social Science, or a related field. A master's degree in Recreation Management or a similar field, and/or Project Management Professional (PMP) certification are highly desirable. The successful candidate will have experience in routine park maintenance, along with seven to ten years of progressively responsible management experience. Certain combinations of experience and training may be considered.

COVID-19 vaccination required.

The Director of Community Services is a vital member of the City's senior management team. Responsibilities of this position will include, but not be limited to:

- Planning, directing, and overseeing the activities of the Community Services Department's eleven operating divisions.
- Develop, recommend, and implement a strategic plan for operational and capital improvements for programs and facilities for the Community Services Department.
- Preparing and prioritizing annual departmental budget for presentation and review by the City Manager and City Council.
- Encourage, develop, implement, and maintain partnerships with a wide range of community groups to enhance the provision of services to residents and maximize facilities and park usage.
- Represent the Community Services Department to other City departments, elected officials, and outside agencies including community organizations.
- Coordinate activities with other City departments and outside agencies.
- Provide prompt, viable responses and resolution to resident concerns and inquiries.
- The development and implementation of departmental policies and practices.
- Taking an active role in the hiring, training, and ongoing evaluation of departmental staff.
- Ensuring the proper execution of all agreements made with City contractors.
- Taking an active role in the management and oversight of construction projects.
- Make presentations at City Council meetings, public hearings, and other outside events.
- Monitor and evaluate various workplans developed based on goals and objectives established for each area of service within the department.
- Ensures that plans are in place for making the best use of website, social media, technology, etc., to meet the service and communications needs of the department with the public.

THE COMMUNITY SERVICES DEPARTMENT

With a General Fund budget of \$17 million and consisting approximately 170 staff members spread among the department's eleven operating divisions, including: Administration, Parks and Grounds, Park Operations, Code Compliance, Animal Control, Historic Properties, Building Maintenance, the City Gymnasium, the City Ice Arena, the Bowie Playhouse, and Youth and Family Services, the Community Services Department is the largest of the City's seven operating departments.

THE CITY

Founded in 1870, and incorporated as a town in 1916, Bowie has grown from a small railroad stop to the largest municipality in Prince George's County, and the fifth largest city in the State of Maryland, with an estimated population of 58,682. The town was first called Huntington City, though its train station was named in honor of local resident, Governor Oden Bowie, president of the Baltimore and Potomac Railroad. The town was subsequently rechartered as Bowie. In the early days the land was subdivided by developers into more than 500 residential

building lots, to create a large town site at a junction of the Baltimore and Potomac's main line to southern Maryland, and the branch line to Washington, DC.

GOVERNMENT STRUCTURE and FINANCIAL POSITION

The City of Bowie operates under a Council/Manager form of government. Policy-making and legislative authority are vested in the City Council, which consists of seven members (Mayor and six Council members). The City Council is responsible, among other things, for passing ordinances, adopting the budget, appointing committees, and hiring both the City Manager and City Attorney. The City Manager is responsible for carrying out the policies and ordinances of the City Council, for overseeing the day-to-day operations of the government, and for appointing the heads of all City departments. The City Council is elected on a non-partisan basis. All seven members serve four-year terms. Four of the council members are elected by district. The mayor and the two remaining council members are elected at-large.

The City of Bowie is 18.8 square miles in size, and is located in the northern part of Prince George's County at the crossroads of highways 3/301 and 50. Although considered to be in the Washington, DC metropolitan area, the City's location also affords easy access to Baltimore and Annapolis. The greater Washington, DC area continues to outperform many of the other major metropolitan areas across the country. Proximity to the Baltimore/Washington area, a large and diverse tax base, strong wealth and income levels, very strong reserves, and low debt burden are all factors contributing to the City's stable outlook.

SALARY: \$140,000 – \$160,000 Depending on qualifications

HOW TO APPLY

To be considered for this position please email your confidential **resume**, **cover letter** and **salary history** with "**Community Services Director Recruitment**" in the subject line to Steven W. Haley, Human Resources Director at: shaley@cityofbowie.org, not later than September 15, 2023. If you have questions, you may contact the Human Resources Office at (240) 544-5613.