

Name and Address Info Redacted

### **Professional Experience**

#### **Recreation Deputy Director 3/2013-Present**

City of Lake Oswego Parks & Recreation

Department P.O. Box 369

Lake Oswego OR 97034

Director: Ivan Anderholm

### **Responsibilities**

- Assist the Director in managing the operations and direction for the department within the context of strategic goals and objectives within an operating budget of over eleven million dollars annually.
- Assist the Director in developing and maintaining policies and regulations pertaining to parks and recreation; ensures compliance with all local, state and federal regulations and laws governing department activities. Work with Parks Advisory Board to obtain guidance and direction for policies. Makes presentations to City Council regarding resolutions concerning Parks policies.
- Manage and monitor a variety of operations to ensure success and implementation of City and departmental objectives for facilities and divisions of: Management Services Administration Division, Adult Community Center, Lake Oswego Municipal Golf Course, Indoor Tennis Center, LOPR Palisades Recreation Center, Luscher Farm Park, Special Events Division, Cultural, Fitness and Outdoor Division, Sports Division, Parks & Natural Area District, Athletic Fields and Parks, Park Security, Park & Trail Acquisition and Arts Council.
- Direct and supervise personnel and activities of related to recreational services and operation of municipal parks and facilities. Responsible for the full range of supervisory and management activities including selection, training, coaching, development, evaluation, and dismissal. LOPR currently has forty one full-time employees, thirteen part time staff members and three hundred and thirty three contracted service providers and vendors plus the benefit of over thirty four thousand hours of contributed volunteer efforts.
- Develop and oversee the implementation of long-range goals and strategies addressing the need for recreation services and facilities, and plans for the establishment of facilities.
- Prepare long-range planning and capital improvements. There are currently two major park project plans in development, Iron Mountain Park Master Plan and initial stage of Woodmont Park master plan. Recruit, select and oversee contracts and work with consultant firms.
- Assist the Director in evaluating and improving existing programs and services, and in initiating new services as required to meet customer needs. Conduct community surveys and public outreach events.

- Review diverse divisional programs and operations for improved efficiency, and to set and adjust priorities and policies.
- Prepare and administer operational budgets, and forecast department revenues and expenses. Assist in identifying and accessing resources to improve overall service delivery effectiveness. Establish and monitor management controls for administration and fiscal procedures.
- Attend public meetings (boards, commissions, City Council, neighborhood groups, etc.) and professional conferences as a department representative.
- Identify and respond to community concerns and resolves conflicts, consistent with established policies. Determine information to be disseminated and the approach for releasing information. Work with all Departments within the City to integrate services and plan for emergencies.
- Assist the Director in administering and overseeing service contracts, intergovernmental and use agreements, and other similar documents pertinent to Parks & Recreation operations.
- Prepare business planning reports, memoranda and correspondence on departmental policies and activities.

**Recreation Supervisor II- Cultural Division (9/2008-3/2013)**

**City of Lake Oswego Parks and Recreation**

City of Lake Oswego Parks & Recreation Department

P.O. Box 369

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- Supervised the Cultural Division of the Lake Oswego Parks and Recreation Department and manage the operations and direction for the division in a variety of operations to ensure success and implementation of City and departmental objectives within the context of strategic goals and objectives.
- Participated in development, oversight and direction of long range goals, planning and strategies to address needs of recreation facilities and programs. Researched, developed and provided oversight and implementation of capital improvement projects. Coordinated and scheduled repairs and maintenance for assigned facilities with contractors, other departments and volunteer work parties, wrote Requests for Proposals, award contracts, order materials and supervise work as necessary.
- Responsible for the full range of supervisory and management activities including selection, direction, training, coaching, development, evaluation, and dismissal of facility and program personnel, program instructor employees and contracted service providers and volunteers. Provided oversight preparation of facility staffing schedules, prioritized and developed work plans, evaluated staff performance, conducted performance evaluations, developed and interpreted policies and procedures, made hiring, compensation and termination determinations, and provided training and development opportunities.

- Coordinated the development of facility and program budgets including short and long range planning for facilities, programs and capital improvements, conducted cost and marketing studies, obtained sponsorships and wrote grants. Prepared and helped administer operational budgets, and the forecast for division revenues and expenses. Assisted in identifying and accessing resources to improve overall service delivery effectiveness. Established and monitored management controls for administration and fiscal procedures including accounting reports, procurement card assignment and monitoring.
- Developed, administered and provided oversight for service contracts, intergovernmental and use agreements, and other policies and regulations pertaining to parks and recreation; ensured compliance with all local, state and federal regulations for Parks & Recreation operations.
- Prepared business planning reports, memoranda and correspondence on departmental policies and activities.
- Acted as a liaison to other department staff, and the general public including answering questions regarding facilities, programs and resolving conflicts. Identified and responded to community concerns and resolved conflict, consistent with established policies. Determined how and what information to be disseminated and the approach for releasing information.
- Attended public meetings (boards, commissions, City Council, neighborhood groups, etc.) and professional conferences as a department representative. Acted as a liaison to volunteer boards and to city advisory committees and commissions, organized activities, developed/monitored budgets, recommended and provided oversight for fundraising and coordinated volunteers. Served as a department representative on community boards as directed.
- Prepared and administered community surveys to evaluate and improve existing programs and services, and initiated new services to meet customer needs. Provided oversight of implementation of programs to meet determined needs and evaluate facility programs and prepare quarterly reports including numbers of participants, revenues and expenses.
- Prepared business planning reports, memoranda and correspondence on departmental policies and activities. Researched, developed and coordinated promotional programs such as Department catalog, press releases, special brochures, and flyers including distributing press releases to radio stations, newspapers and other media contacts; and, prepared and distributed newsletters to City residents and staff.

### **Recreation Supervisor (07/07-06/08)**

#### **City of Coppell, Texas**

- Supervised, planned, promoted, scheduled and coordinated aquatic programming, facility rental program, childcare operations and special events at the Coppell Aquatic and Recreation Center
- Was responsible for resolution of aquatic and recreation patron needs, concerns and issues.
- Hired, trained and supervised full and part-time staff, contracted instructors and volunteers that worked in aquatic and recreation program areas.
- Developed, administered and monitored program planning and budgets
- Developed and maintained all contracts for the swim instructor staff
- Supervised maintenance, operations and scheduling of childcare programs and facility. Established and enforced policies and procedures relevant to aquatic and recreation programs and facilities.
- Member of City Wellness Committee
- Staff liaison to Community Environment Education Committee
- Member of Relay for Life City Employee Committee

## **Recreation Supervisor (12/2004-07/2007)**

### **North Clackamas Parks & Recreation District**

- Supervised, planned, promoted and coordinated all District recreation and education classes, sports programs and special events for youth, adults and seniors at multiple locations.
- Was responsible for resolution of recreation patron needs, concerns and issues.
- Developed, coordinated and supervised special events
- Hired, trained and supervised full and part-time staff, contract instructors and volunteers that worked with youth, adults and senior education and recreation programs.
- Developed, administered and monitored a departmental budget of over \$700,000 per year.
- Pursued and coordinated cooperative partnerships and programs with other public and private agencies.
- Developed and maintained all contracts for the Recreation Services department.
- Supervised maintenance, operations and scheduling of high-use gymnasium facility.
- Establish and enforce policies and procedures relevant to recreation programs and facilities.
- Member of Parks District management team.
- Staff Liaison to Programs/ Services Advisory Committee

### **Recreation and Aquatic Program Coordinator: North Clackamas Parks & Recreation District- Milwaukie, Oregon (05/2000-11/2004)**

- Planned and coordinated a wide variety of youth and adult programs, including classes, summer programs, sports programs and leagues, and special events for the community.
- Designed and implemented extensive training for all summer program staff.
- Monitored and evaluated the effectiveness of programs through goal setting, patron evaluations and staff assessment for each program.
- Provided oversight and evaluated the work of program staff, contract employees and volunteers.
- Developed and maintained departmental budget.
- Created and pursued marketing ideas for all programs within the Aquatic and Recreation Department.

### **Aquatic and Exercise Instruction – North Clackamas Parks and Recreation District (12/1994-04/2000)**

- Developed and taught aquatic fitness classes
- Staff Lead for Aquatic Fitness Instructors- made hiring recommendations, trained and led instructor training courses through Clackamas Community College
- Coordinated aquatic fitness programs

## **Key Achievements**

### **Recent (last five years)**

- Lead coordination effort of the current Parks & Recreation Policies and Procedures Manual
- Currently coordinating CAPRA effort
- Nominated and achieved team awards from Oregon Recreation and Parks Association for Asset Management Award for Luscher Farm and New Professional Award for team member.
- Coordinated team for HEAL Cities Campaign and highest level “Fabulous” designation 2016.
- Cooperatively created and implemented of City Wide Health and Wellness initiative, “Living Well in LO- Powered by Parks & Recreation”.

- Assisted with negotiations of lease with Lake Oswego School District and led team move from the West End Building to current location, LOPR- Palisades.
- Provided oversight for design and maintenance of all Department promotional materials and services, print media, social media campaigns, website and catalog production.
- Led team of innovators to create a sustainable and meaningful Department Annual Report product.
- Provided oversight for a collaborative approach for research, development, implementation and administration of the activity registration system, Active Network.
- Researched and developed program implementation and cost recovery methods for recreation programming. The system developed has raised the percentage of cost recovery for the Department from FY 12/13 at 40% Recovery rate, FY 15/16 at 55% and FY16/17 at 56%.
- Provided input, technical support and led Parks Board to advocate for Light Pole emergency replacement project at George Rogers Park.
- Provide guidance to Iron Mountain Planning Advisory Committee
- Provide input and support for Cooks Butte and Stevens Meadows connection land acquisition
- Provided assistance, public information and technical support for installation and openings of playground and fitness equipment at various community parks.
- Completed NRPA Director School in August 2016.
- Completed Pacific Program Leadership Program November 3, 2016.

#### **Past Achievements (2012-1994)**

- Assisted in developing the Performance Measure program, Budget Report information and other statistical information with City Managers Department in Lake Oswego
- Researched, developed, implemented, oversaw and evaluated various recreation and aquatic programs for all age groups. (Lake Oswego Parks and Recreation, Portland Parks and Recreation, City of Coppell and North Clackamas Parks and Recreation District)
- Budget planning, recommendations and presentations. (Lake Oswego Parks and Recreation, City of Coppell and North Clackamas Parks and Recreation District)
- Developed and facilitated a recreation consortium with community non-profit and for-profit agencies for service provision to the community, duplication of services and partnership opportunities, as a part of this partnership program, developed a user-friendly program and activity guide with both non-profit and for-profit agencies called the Healthy Living Guide. (North Clackamas Parks and Recreation District)
- Completed coordination of newly developed North Clackamas Park Youth Ball Fields, a four field tournament complex, hired Recreation Coordinator and part-time staff to operate facility and a volunteer based concession area.
- Completed tournament bid process to obtain first area youth softball tournament to be held spring 2008 (North Clackamas Parks and Recreation District)
- Created, developed and implemented a comprehensive swim instruction program that included a teen swim instructor aide program for 14 & 15 year olds to mentor and develop future swim instructors. (City of Coppell)
- Created a Duplication of Services study that identifies duplicated programs and services provided by other public and private agencies. (North Clackamas Parks and Recreation District)
- Developed and implemented a Teen Outdoor program for 11-14 year olds as part of a National Recreation and Parks partnership program. (North Clackamas Parks and Recreation District)
- Developed and implemented several special event programs including Sweetheart Ball, Halloween Scare Fair, Breakfast with Santa, First Day Fun Run, Dog Daze of Summer, Mom/Son

Cosmic Bowling Event, Senior Program Dancing Through the Decades, Daddy Daughter Dinner Dance, Clackamas Live, June Jam Skateboarding Event, Rec-mobile Program, Movies in the Parks, Milwaukie Center Quilt Show

### **Skills**

Strategic Thinking, Analytic & Catalytic, Organized, Facilitator, Trust Builder, Innovator, Negotiator  
Computer skills- proficient in Microsoft office products

### **Work Traits and Values**

Be Honest, Work Hard and Be Nice, Listen, Value People over all else, be a Good Steward and Understand and Value other perspectives. Follow the rules and be ethical. Stay positive, be confident and humble. Have a good sense of humor and trust people will have the best intentions.

### **Education**

Northern Arizona University- Parks & Recreation Management  
California State University at Long Beach- General Studies  
Marywood High School, Tustin CA- High School Diploma

### **Professional Associations**

National Recreation and Parks Association (NRPA) Member 2004-present  
Oregon Recreation and Parks Association (ORPA) Member 2008 to present  
Oregon Recreation and Parks Association (ORPA) Member 9 years 2002-2007  
ORPA Executive Board Member and Secretary 2006-2007 & 2008-2010  
ORPA Board President Elect, President & Immediate Past President 2011-2014  
ORPA Administration Section President 2015  
ORPA SPRINT Treasurer 2004-2006  
ORPA Conference Committee Member 8 years 2002-2007 & 2008-2014  
Texas Recreation and Parks Society (TRAPS) New Member 2007-2008  
North Texas Recreation Association (NTRA) New Member 2007-2008

### **Certifications**

NRPA Directors School  
NRPA Certified Parks & Recreation Professional  
Aquatic Education Association Certified Instructor

### **Awards**

ORPA Presidential Service Award 2014  
Clackamas County Public Service Award  
ORPA Aquatic Section Lifesaving Award  
ORPA Aquatic Section Program Award -Aquatic Fitness Program  
ORPA Aquatic Section Program Award -Aquatic Newsletter Publication