



PARKS AND RECREATION DIRECTOR

STARTING AT \$113,942

Plus Excellent Benefits

Apply by
August 10, 2025
(First Review, Open Until Filled)

PROTHMAN



THE COMMUNITY



Nestled in the scenic beauty of northern Idaho, Post Falls offers the perfect blend of small-town charm and outdoor adventure. Known for its stunning landscapes, the town is set against

the backdrop of lush forests, the Spokane River, and towering mountains. Whether you're exploring the Post Falls Dam and its cascading waterfall, enjoying a day on the Spokane River, or hiking the nearby trails, there's no shortage of natural beauty to discover.

Post Falls is also rich in history, beginning in the 1870s, when settlers arrived in the region. The town was named after Frederick Post, a German immigrant who purchased the land from Chief Seltice. There is a large dam, which was built in 1906 to harness the power of the Spokane River. The falls themselves became an essential feature for power generation, helping to fuel local industry, including the construction of sawmills and other manufacturing businesses.

A strong sense of community and welcoming atmosphere makes it an ideal place to call home or visit. Outdoor enthusiasts can take advantage of numerous recreational opportunities, from boating and fishing to skiing in the winter months.

Conveniently located between Coeur d'Alene and Spokane, Post Falls provides the peace and serenity of a rural retreat, while still being conveniently close to city amenities. Whether you're seeking adventure, relaxation, or a place to settle down, Post Falls has something for everyone.



THE CITY & DEPARTMENT

The City of Post Falls operates under a Mayor-Council form of government, with a Mayor and six City Council members elected to staggered four-year terms. The City's operates on a FY 2025 total budget of \$165 million with 245 FTEs. The City's departments include Administration, Legal Services, Community Development, Finance, Human Resources, Parks and Recreation, Police, and Public Works.

The Post Falls Parks and Recreation Department operates with a FY 2025 budget of approximately \$9.2 million, which includes impact fees, and is comprised of four divisions: Parks, Recreation, Urban Forestry, and Cemetery. The department is staffed by 32 FTEs who work to provide comprehensive recreational services and maintain community assets across the city.

Post Falls manages over 900 acres of parkland and natural open spaces, including more than 36 city parks featuring pavilions, gardens, trails, and expansive green spaces. The city also maintains 3.5 miles of river frontage, 21,000 square feet of beach area, whitewater access, and a riverfront amphitheater that hosts various community events.

The Recreation Division supports a wide range of youth and adult sports, special events, camps, and outdoor activities, with more than 8,000 annual participants contributing over 189,000 hours of program engagement.

The department's Urban Forestry program, which has earned Post Falls the Tree City USA designation since 2002, plays a critical role in environmental stewardship, contributing to air and water quality, habitat preservation, and community aesthetics.

The Cemetery Division oversees the maintenance and operation of the city-owned cemetery, while the department also engages in land acquisition and long-range planning to support community growth.

The department's continued collaboration with other city departments and regional partners ensures that Post Falls remains responsive to the evolving recreational and environmental needs of its residents.



THE POSITION

The Parks and Recreation Director is responsible for planning, organizing, coordinating, and directing all phases of the Parks and Recreation Department's programs and functions. This position performs a wide range of management, administrative, supervisory, and technical duties.

The Director directly supervises the Park Manager, Recreation Manager, Parks Planner, and Cemetery Sexton, and provides indirect oversight of the department's full-time, part-time, and seasonal staff, as well as volunteers. While the position reports to the City Administrator and Mayor, the Director will operate with a high level of independent judgment and initiative. The Director plans, directs, organizes, and evaluates departmental operations and functions, and performs related duties as assigned.

To review the full responsibilities of this position, please view the job description [here](#).



OPPORTUNITIES & PRIORITIES

- The incoming Director will be expected to stay current with emerging technologies in the parks and recreation field, including leveraging GIS tools and relevant software to support planning, asset management, and operational decision-making.
- With plans to construct new parks, the Director will play a key role in overseeing capital projects from planning through implementation, ensuring alignment with community needs, regulatory standards, and available funding.
- The Director will have the opportunity to assess existing systems and workflows and lead efforts to improve internal operations, increase efficiency, and support consistent service delivery as the department continues to evolve.



EDUCATION & EXPERIENCE

A bachelor's degree in parks and recreation management or a related field, and five (5) to seven (7) years of experience in parks and recreation, preferably in a leadership role is required. Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work will be considered. The ideal candidate will be a certified Parks and Recreation Professional (CPRP).

THE IDEAL CANDIDATE TRAITS

- The ideal candidate will demonstrate strong business acumen and a strategic mindset, with the ability to support long-range planning, set organizational goals, and help guide the City through continued population growth.
- The ability to manage customer service expectations and service delivery in a fast-growing community.
- Knowledge of public sector budgeting processes, municipal accounting practices, and financial oversight, including experience in preparing, monitoring, and managing departmental budgets.
- Knowledge of grant writing and the ability to oversee grant acquisition and administration to support key initiatives.
- The ability to communicate effectively with a variety of audiences, including staff, City Council, volunteers, partner agencies, and the broader community.
- The ideal candidate will be approachable, visible, and respected, fostering a workplace culture that values creativity, accountability, and support.
- The ability to provide regular feedback to staff, hold team members accountable, and prepare internal talent for future opportunities within the City.
- The ability to balance hands-on leadership with empowering staff to innovate, while remaining readily available and actively supportive.
- Knowledge of intergovernmental coordination, with the ability to build strong relationships with local municipalities, state agencies, federal stakeholders, and community organizations.
- Skill as a collaborative team player who contributes to the overall mission of the City, building strong working relationships across departments.
- The ability to effectively represent the City in public forums and Council meetings, and to communicate clearly, confidently, and respectfully in all settings.

COMPENSATION & BENEFITS

- **Starting at \$113,942 DOQ**
- Medical and Dental benefits.
- Health Reimbursement account funded by employer. \$125 - \$450 monthly contribution based on insurance plan chosen.
- \$50,000 life insurance coverage paid by employer.
- PERSI pension plan.
- Option to participate in 401k or 457 deferred compensation plans.
- 162 hours (4 weeks) of PTO per year. Increases at 3, 5 and 10 years of employment.
- Additional 40 hours of Executive paid time off per year.
- 10 paid Holidays per year.
- \$150 monthly vehicle stipend.
- Annual \$1300 employer contribution to PERSI 401k account.
- \$5,000 yearly allowance for Executive education and training in addition to normal budget
- City sponsored Wellness Program and EAP services.
- Optional plans available for vision, short term disability, accident, critical illness, identity theft protection, and supplemental life insurance.

**For more information on
the City of Post Falls, please visit:**

www.postfalls.gov

www.visitpostfalls.org

www.postfallschamber.org



The City of Post Falls is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **August 10, 2025** (First Review, Open Until Filled.) Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "Open Recruitments", select "City of Post Falls, ID – Parks & Recreation Director" and click "Apply Online," or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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