



## CITY OF SANTA MARIA, CALIFORNIA

### C A R E E R   O P P O R T U N I T Y

# ASSISTANT DIRECTOR RECREATION AND PARKS

**SALARY: \$108,676–\$132,097 annually DOE/DOQ**

\*3% raise scheduled for December 31, 2019; 2% raise scheduled for December 31, 2020.

The City of Santa Maria, California is looking for an exceptional Assistant Recreation and Parks Director to join their Executive Leadership Team in a quickly expanding city located in one of the most beautiful and desirable places to live in California. This opportunity is a newly created position to assist with the management of the department, as well as the likely succession plan for the Director's retirement in the next two years. The ideal candidate is collaborative, transparent, community minded, an exceptional communicator, and has a background working with other municipal organizations, and ideally experience working with development and planning professionals and a technical background with landscape architecture. *If you are looking to be part of a first-rate executive team, if you are a creative executive leader interested in making a real difference in your community and you are progressive, and bring an entrepreneurial mindset, then this is the position for you!*



*An opportunity to enhance our residents' quality of life through innovative services and positive spaces.*



# *the* CITY & DEPARTMENT

THE CITY OF SANTA MARIA is located on the beautiful central coast of California and covers over 23 square miles. The City has a population of approximately 106,000 people and a harmonious balance of maintaining coastal and agricultural lands while promoting business. **Santa Maria has been recognized nationally as an All-America City by the National Civic League** and offers reasonably priced housing, community festivals, quality schools, and is in close proximity to beaches, cultural arts, a local airport, wineries, and higher education institutions.

The City of Santa Maria is a full-service City with a City Council/City Manager form of government which has over 500 employees and an annual budget of \$222 million. The vision of the City is to be a vibrant economic and cultural center reflective of its diversity (70% of the population is Latino). The City has an engaged and supportive City Council that desires to strengthen the urban and commercial areas as well as sustain the beautiful natural environment.



THE DEPARTMENT IS PROGRESSIVE, creative and enterprising, and has a team culture that inspires creative thinking, engagement and supports quality of life and work-life balance. The Department's mission is to enrich the lives of the residents of Santa Maria through quality recreation programs and services; and to provide safe and well-maintained facilities and parks, while anticipating the changing needs of the community. The department operates 234 acres of developed parkland in 27 neighborhood and community parks, part of the 1,774-acre **Los Flores Ranch Park** property, the Abel Maldonado Community Youth Center, the Hagerman Softball Complex, Paul Nelson Aquatics Center, Elwin Mussell Senior Center, Veterans' Memorial Center and other community centers. The department provides programs in aquatics, youth and adult sports, therapeutics and senior services, Special Olympics, community classes and events, youth and teen programs, and the **Mayor's Task Force on Youth Safety**. It also runs the City's Urban Forest Program. Visit our website for more details at [www.cityofsantamaria.org/city-government/departments/recreation-and-parks](http://www.cityofsantamaria.org/city-government/departments/recreation-and-parks)



# *the JOB*

**THE ASSISTANT RECREATION AND PARKS DIRECTOR** will assist in the oversight of the organization, including:

- Administration
- Facilities
- Parks and Landscape Maintenance
- Community Programs
- Youth and Family Services
- Cultural Center
- Park Ranger Division

This is an at-will, executive position that reports directly to the Director of Recreation and Parks and oversees a budget of \$9.7 million and has over \$15 million in capital improvement projects planned and approved for the next five years. The Recreation & Parks department consists of 44 full-time staff, over 200 part-time seasonal employees, and 200 contract program providers. This position will also oversee:

- Strategic planning.
- Park planning, design and funding.
- Capital improvement projects.
- Grant management.
- Contracts and partnership agreements with community groups and organizations.
- Policy development, updates to service delivery, personnel recruitment, selection, management and support.

## OPPORTUNITIES & PROJECTS

- Finalize our draft Public Arts Master Plan [www.cityofsantamaria.org/home/showdocument?id=16401](http://www.cityofsantamaria.org/home/showdocument?id=16401)
- Residential and commercial CIP programs.
- Mayor Task Force Youth Safety
- General Plan Update—first one in 25 years—work closely with the planning department to provide recreation development input for the general plan update.
- Lead the leisure needs assessment goals for the next 3–5 years.

# *the IDEAL CANDIDATE PROFILE*

**T**HE IDEAL CANDIDATE IS COLLABORATIVE, transparent, an exceptional communicator, community minded and has a background working with other municipal organizations, and ideally experience working with development and planning professionals and a technical background with landscape architecture. The successful candidate will have a history of pushing the envelope to bridge the public-private divide, think beyond bureaucracy and provide excellence in service and programs while balancing a culture of fun and professionalism. You will have experience with community services, park development and recreation programs, facility management, and cultural services. This is a great position for a candidate who brings excellent communication and leadership abilities, is looking for professional growth opportunities, and is looking to work for an innovative City administration that focuses on reducing process and bureaucracy, while making things happen. As an important liaison between residents and the City, *the successful candidate will:*

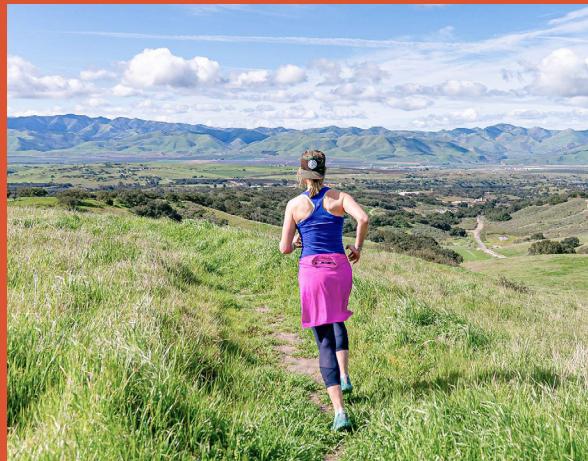
## **LEADERSHIP / TECHNICAL & BUSINESS ACUMEN**

- Foster and develop sustainable programs.
- Create public/private partnerships.
- Develop successful relationships with internal and external stakeholders.
- Be a strong executive leader in the City's administration and a voice that represents the community.
- Have experience working with residential and commercial development related to landscape and infrastructure plans.
- Analyze new developments to evaluate and determine the quantity of park land needed.
- Have knowledge of park systems and program delivery.
- Be an exceptional problem solver.
- Seek community connection and communication opportunities to gain insight and develop programs and services that fit the needs of the community.
- Develop and pursue grants, fundraising and new revenue-generating business relationships.
- Be the liaison for the City's Recreation and Park Commission.
- Be highly community oriented, customer service minded and an interdepartmental collaborator.
- Have an entrepreneurial spirit and see partnerships and opportunities.
- Simplify bureaucracy to better serve the community.
- Place notable emphasis on the importance of teams and the spirit of collaboration.
- Be an excellent project manager and mentor for future leaders.
- Have knowledge of registration software technology.
- Be fearless, and challenge the way it has always been done.
- Be a credible communicator and skilled presenter.
- Be comfortable with healthy debate that supports diverse opinions and creative solutions.
- Have a deep understanding of the concept of community building coupled with an appreciation for the issues that can dramatically influence community engagement and quality of life.



### In addition to the above competencies, our candidate should have:

- A Bachelor's Degree in Natural Resource Management, Recreation Management, Civil Engineering, Planning, HR Management or related field, and seven years of progressively responsible technical, leadership and management experience to perform the job effectively and
- Experience with senior supervisory and management role and budget and revenue oversight experience, OR
- A combination of education and experience that demonstrates possession of the requisite knowledges, skill and abilities desired to perform the stated work effectively.
- Background working for or with a municipal organization in parks and recreation is ideal, however someone with a background in private sector recreation management or facilities, such as a theme park (e.g., Disneyland), YMCA and/or Boys & Girls Clubs are acceptable.
- Recent membership, involvement with California Parks and Recreation Society, National Park and Recreation Association and/or participation in other related professional organizations.
- Background in planning, landscape architecture is ideal.



# SALARY & BENEFITS

The annual salary range is: **\$108,676–\$132,097** DOE/DOQ (A 3% raise scheduled for December 31, 2019 and a 2% raise is scheduled for December 31, 2020); salary will be negotiated depending upon qualifications and experience.

**AUTO ALLOWANCE:** An annual allowance of \$493/month.

**TELEPHONE/PDA STIPEND:** Stipend of up to \$115/month.

**RETIREMENT:** CalPERS with a 2% at 55 formula for classic members and 2% at 62 for new members.

**DEFERRED RETIREMENT:** City contributes \$11.54 per pay period toward a 457 deferred compensation plan.

## HEALTH INSURANCE:

City contributes up to \$1,064/month towards a choice plan.

## POST-EMPLOYMENT

**HEALTH PLAN (PEHP):** City contributes \$92 per pay period to a fund that will provide reimbursement for out-of-pocket cost of qualified medical expenses and medical insurance premiums upon separation or retirement.

## DENTAL & VISION

**INSURANCE:** City pays for entire family.

**VACATION:** Minimum 10 days/year and up to 21 days.

**MANAGEMENT LEAVE:** The Assistant Recreation and Parks Director receives 64 hours of management leave per year.

**HOLIDAYS:** Seven (eight hour) holidays a year; and eligible to receive, on a pro-rated basis, forty hours of floating time a year to be scheduled off or cashed out.

**SICK:** 96 hours/year.

**OTHER:** Short-/Long-term disability; life insurance, tuition reimbursement, as well as a variety of optional employee-paid plans.

**SUCCESSION PLANNING:** Academics are offered to all employees to advance or hone leadership skills to ensure we are growing leaders within our organization. The City offers quarterly speaker series, corporate toastmasters club, and more.

# HOW to APPLY

*This is an open continuous recruitment; however, for first consideration apply by **NOVEMBER 1** by completing an application at:*

**wbcpinc.com/job-board/**

## RECRUITER CONTACT INFORMATION

Wendi Brown

**wendi@wbcpinc.com**

**866.929.WBCP (9227) | 541.664.0376**

## — SAVE THE DATES —

Interview dates are **DECEMBER 5 & 6** (candidates selected to interview will need to be available for both days).