

career opportunity



COMMUNITY SERVICES DIRECTOR

CITY OF SAN RAFAEL, CALIFORNIA

Salary: \$127,464 – \$154,932 annually, DOQ/DOE

AN OPPORTUNITY TO ENHANCE OUR RESIDENTS' QUALITY OF LIFE THROUGH INNOVATIVE SERVICES AND POSITIVE SPACES!



*Do you imagine yourself being part of a first-rate executive team? Are you someone with the courage and skills to be a transformative executive leader to create a real difference in your community? Do you bring a progressive and entrepreneurial mindset? **This is your chance to utilize all of your talents to enhance our Community Service programs, facilities, parks and open spaces, and enrich the health and quality of life in the San Rafael community.***

The City of San Rafael is looking for a Community Services Director. We invite you to lead innovative changes in support of a flourishing city. The successful candidate will have a history of pushing the envelope to bridge the public-private divide, think beyond bureaucracy and to provide excellence in service and programs while balancing a culture of fun and professionalism. The ideal Director will have experience with community services, park development and recreation programs, facility management, child care and cultural services. This is a great position for a candidate who brings excellent communication and leadership abilities and is looking to work for an innovative City administration that focuses on reducing process and bureaucracy, while making things happen.



THE CITY & DEPARTMENT

San Rafael is the economic and cultural heart of Marin County, and its high quality of life is centered on its commercial districts, strong neighborhoods and community resources such as active lifestyle and natural environment. The City of San Rafael is a full-service City with a City Council/City Manager form of government which has over 400 employees and an annual budget of \$100 million. San Rafael has an elected Mayor and four elected City Council Members who serve four year terms. The vision of the City is to be a vibrant economic and cultural center reflective of its diversity. 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 oversees the following facilities and parks:

- ▶ 3 Community Centers
- ▶ 7 School Age Licensed Child Care Centers
- ▶ 2 Preschool programs
- ▶ 2 Municipal pools
- ▶ Falkirk Cultural Center
- ▶ 2 sports field complexes
- ▶ 19 parks with 5 group picnic facilities
- ▶ 8 tennis courts
- ▶ 2 community gardens

The Department is progressive, creative and enterprising. If you are looking for an innovative, forward thinking organization where you have exceptional opportunities to advance a career, take on exciting projects and be a part of a dynamic leadership team, then this is a great match for you! Read further for a sneak peek of the exciting opportunities awaiting our next Director.



OPPORTUNITIES & PROJECTS

- ▶ Many of the City's 19 formal parks are getting exciting improvements after a long come back from the economic recession.
- ▶ Launching a community schools project including a shared facilities agreement between the school district and the City.
- ▶ Exploring and advancing contemporary ways to engage with today's communities through social media and cutting edge marketing outreach.
- ▶ Exciting \$3 million field conversion (currently in fundraising stage)—including two soccer fields and baseball diamonds
- ▶ Implementing a new registration system (PerfectMind) for recreation programs, facility management and child care programs.



THE JOB

The Community Services Director leads five divisions: Administration, Facilities, Community Programs, Youth and Family Services and the Falkirk Cultural Center. This position is part of the City's executive team with a team culture that inspires creative thinking, engagement and supports quality of life and work-life balance. This is an at-will, executive position that reports directly to the City Manager and oversees a budget of \$8.4 million with outside revenues of approximately \$7 million and has over \$600,000 in capital improvement projects planned and approved for the upcoming year. The Director oversees a solid executive team of five division managers that oversee 52 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.
- ▶ Facility capital improvement projects.
- ▶ Grant management.
- ▶ Contracts and partnership agreements with community groups and organizations.
- ▶ Policy development, update to service delivery, personnel recruitment, selection, management and support.



IDEAL CANDIDATE PROFILE

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 a strong understanding of municipal operations, budgeting, and personnel management.
- ▶ 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.
- ▶ Staff and play a key role as liaison for the City's Parks and Recreation Commission.
- ▶ Be highly community oriented, customer service minded and an interdepartmental collaborator.
- ▶ Have an entrepreneurial spirit and see partnerships and opportunities where they don't currently exist.
- ▶ Simplify bureaucracy to better serve the community.
- ▶ Place notable emphasis on the importance of teams and a spirit of collaboration.
- ▶ Be forward-thinking and creative, using technical expertise and interpersonal skills to meet the goals and objectives of the department and City.
- ▶ Be an excellent project manager and mentor for future leaders.
- ▶ Have knowledge of registration software technology.



Communication / Interpersonal

- ▶ Not be afraid to challenge the way it has always been done and seek approaches that question the status quo.
- ▶ Be a credible communicator and skilled presenter.
- ▶ Be committed to seeking out the best ideas and comfortable with healthy debate that supports diverse opinions and creative solutions.
- ▶ Be able to convey a deep understanding of the concept of community building coupled with a sincere 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 recreation administration, business, public administration, or related field, and five years of experience in municipal recreation administration including at least two years in a senior supervisory and management role with budget and revenue generation experience. However, we will consider any combination of education and experience that demonstrates possession of the requisite knowledges, skill and abilities desired. A Master's Degree is desirable.
- ▶ 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) would be exciting to also consider.
- ▶ Recent membership, involvement with California Parks and Recreation Society, National Park and Recreation Association and/or participation in other related professional organizations.



COMPENSATION & BENEFITS

The City of San Rafael offers an attractive compensation and benefits program. The salary range for this position is **\$127,464–\$154,932** annually DOQ/DOE, and a competitive benefits program including:

- ▶ **Car Allowance:** \$350/month allowance or a city pool vehicle may be utilized
- ▶ **Retirement:** The City is a part of the Marin County Employees Retirement Association (MCERA) plan, which offers reciprocity between agencies in CalPERS (this is part of the 37 Act County System); Classic members receive 2% @ 55 formula and PEPRA members receive 2% @ 62 formula, with up to 2% COLA
- ▶ **Health Insurance:** Full flex cafeteria plan which can be applied to a health plan or converted to an Opt-Out cash payment.
- ▶ **Dental and Vision Insurance**
- ▶ **Life and Long Term Disability Insurance:** \$250,000 basic life and long-term disability is two-thirds of the salary, up to \$7,500/month
- ▶ **Deferred Compensation**
- ▶ **Annual Leave:** vacation ranges from 15–25 days (depending on years of service), 12 days sick leave, 10 days administrative leave, 11 holidays and 2 floating days
- ▶ **And more** (*contact the recruiter for more benefits details*)



HOW TO APPLY

Apply by **February 3, 2017** for first consideration.

Email your cover letter and resume to: wendi@wbrowncreative.com –or– fax to: **866.224.1423**

TIMELINE

Interviews are scheduled for **February 27 & 28, 2017**; please hold the dates on your calendar. This is a two day interviewing process. Selected candidates will be required to participate in the first round of interviews and finalists will be invited to return for the second day. Candidates selected to interview will be notified **February 16, 2017**.

RECRUITER CONTACT INFO

Wendi Brown, wendi@wbrowncreative.com | 866.929.WBCP | 541.664.0376