

CITY OF SANTA ANA  
INVITES YOUR INTEREST IN THE POSITION OF

# EXECUTIVE DIRECTOR

PARKS, RECREATION &  
COMMUNITY SERVICES



[www.santa-ana.org/parks](http://www.santa-ana.org/parks)





## ABOUT SANTA ANA

Santa Ana is located 33 miles southeast of Los Angeles and 90 miles north of San Diego. The county seat of Orange County and center of all state and federal government buildings and courthouses, Santa Ana encompasses an area of approximately 27 square miles. With a population of over 310,000, it is the second largest city in Orange County.

Proud of its rich history and cultural diversity, the City boasts an active arts and cultural community, including theaters, concert halls, and municipal zoo, Artists Village, Discovery Science Center, and Bowers Museum of Art. Additionally, world-famous amusement parks and beaches are just minutes away. The City's diverse business community benefit from the City's ideal location, a regional transportation center, and easy access to five major freeways. Over 50% of the City's land is dedicated to residential use, with an additional 30% used for commercial and industrial purposes. Schools, public parks and vacant land comprise the remainder of the City's property. The City has housing units, consisting primarily of single-family detached homes and multiple-family homes such as duplexes, as well as some townhouses and mobile homes. Santa Ana is currently developing exciting improvements in its charming city center and surrounding areas including the OC Streetcar, the first modern streetcar project in Orange County. This will serve Santa Ana's vibrant, revitalized downtown, which includes government offices, courthouses, colleges, an artists' village and a thriving restaurant scene. The luxury condominiums, mixed-use projects and both new and historic homes surrounding this modern transportation system will mix to energize this dynamic urban environment and make Santa Ana a destination for residents, businesses and visitors.

## THE ORGANIZATION

The City of Santa Ana founded in 1869 and became a charter city in 1952 with a Council-Manager form of government including a mayor and six council members by geographic ward. Council members are elected to four-year terms with a three-term limit and the mayor is elected to two-year terms with a four-term limit. The City Council hires the City Manager, City Attorney and City Clerk and makes appointments to City Boards and Commissions. The City Manager is ultimately responsible for the appointment of all other employees of the City, and appoints the Executive Directors of the City's agencies. The City consist of the City Manager's Office, City Attorney's Office, City Clerk's Office, Community Development, Finance, Human Resources, Information Technology, Library, Parks, Recreation and Community Services, Planning and Building, Police, and Public Works. The City's budget is \$717.1 million for FY 2021-22 and 1,263 employees.

## THE DEPARTMENT

The Parks, Recreation and Community Services Agency has 79 full-time employees and 150 part-time employees. The Department's current budget is \$38.2 million for FY 2021-22 and is five percent of the overall Citywide Budget. The Agency is composed of four Divisions: Park Services, Recreation and Community Services, Santa Ana Zoo, and Administration. The park maintenance operations will move to the Public Works Agency effective FY 2022-23.

Each Division Manager reports to the Executive Director and is responsible for the delivery of a variety of programs and services to the community. The Agency core services provided is essential in making lives and communities better now and in the future by providing access to nature,



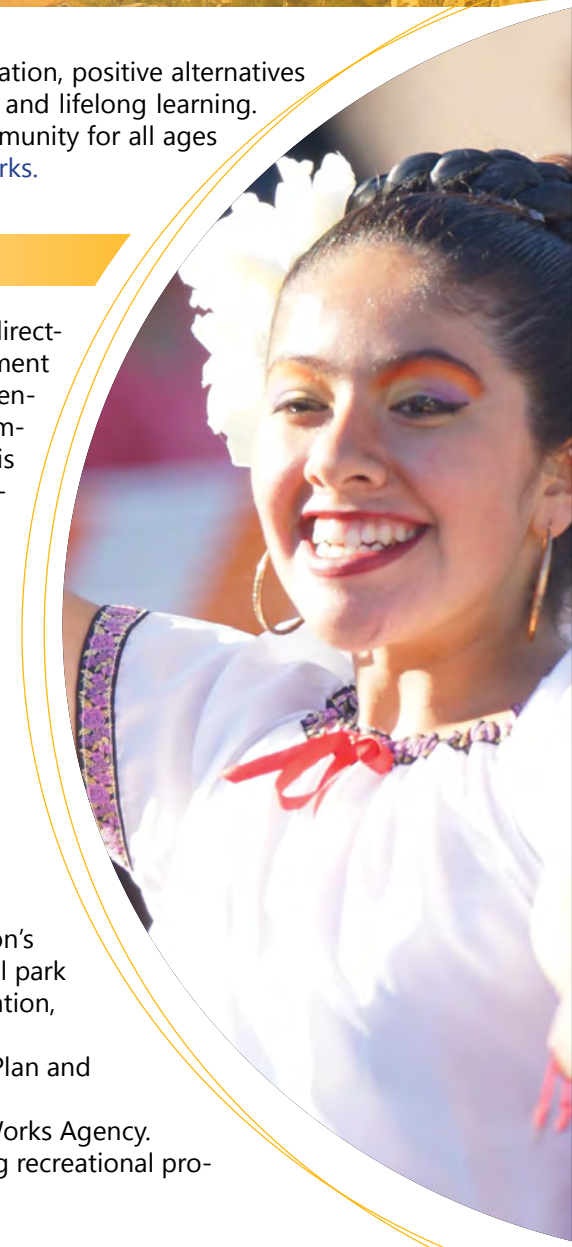


outdoor space to play and exercise, facilities for self-directed and organized recreation, positive alternatives for youth, and activities that encourage social connections, human development, and lifelong learning. Overall, the department provides quality of life programs and services to the community for all ages to enjoy. To learn more about the Department, visit <https://www.santa-ana.org/parks>.

## THE POSITION

The Executive Director of Parks, Recreation and Community Services reports directly to the City Manager and manages the department. Oversight of the department includes hundreds of recreation programs annually, 47 parks, 10 community centers, 10 fitness courts, 7 recreational trails, 5 municipal swimming pools, 4 community gardens, 2 senior centers, 2 log cabins, 2 skate parks, 2 lakes, 1 tennis center, 1 stadium, and operations of the Santa Ana Zoo. As part of the Executive Management team, the Executive Director will work closely with other executives to ensure mutual success, especially for a seamless transition of parks maintenance operations to the Public Works Agency effective FY 2022-23. On the horizon for the new Executive Director are several critical programs and projects, which include:

- Focus on delivering robust recreational and educational programs that foster social cohesiveness by celebrating diversity, promoting social equity, and compliments community character. In addition, provide cherished community wide events that reflect and celebrate community heritage, culture, and Santa Ana's rich history.
- Development of two new parks at Raitt & Myrtle and Standard & McFadden, City's first dog park at Centennial Park, Splash Pads at 6 park sites, and first Universally Accessible Playground at Thornton Park and Santa Ana Zoo Amazon's Edge, Giant River Otter Habitat and Primate Trails. In addition, there are several park and trail renovation projects such as new park restrooms, synthetic turf installation, electronic marquees, lake renovation, trail and park security lighting.
- Implementation of the Parks Master Plan, Service and Financial Sustainability Plan and newly adopted policies such as the Athletic Facilities Allocation and Events.
- Transition maintenance of park, facilities, trails and open space to the Public Works Agency.
- Activate and enhance a visible presence throughout the park system by adding recreational programming and implementing a new Park Host Program.



## IDEAL CANDIDATE

The City seeks a polished professional who thrives in a fast-paced environment with a robust focus on delivering results. The ideal candidate will have a proven performance record in managing significant recreational and cultural priorities. The next Executive Director will be a strategic thinker, a visionary with the ability to execute plans that achieve the City's objectives of developing distinctive programs to bring all segments of the community together. Successful candidates shall have expertise in the areas of parks and recreation management, and have an ability to balance resources by keeping community needs at the center of their decision-making. The new Executive Director will have an engaging management style with a successful record of accomplishment of creating and implementing innovative and nontraditional approaches to challenges while maintaining energy and enthusiasm within the department. As this is a community-facing position, candidates must be skilled in providing services to vulnerable communities and creating partnerships with local non-profits and other community based organizations.

## MINIMUM QUALIFICATIONS

- A Bachelor's degree in public or business administration, recreation administration, or a related field. A Master's degree is desirable.
- A minimum of eight (8) years of experience of progressively responsible administrative and management experience in recreation, parks, community services and cultural programming.
- Knowledge in zoo administration and/or oversight is extremely helpful.
- Past leadership in a diverse community; Bilingual (Spanish or Vietnamese) is desired.

## COMPENSATION AND BENEFITS

The City has an exciting and comprehensive compensation package:

**Salary:** \$168,900 to \$219,780 annual, commensurate with the successful candidate's experience and qualifications. Each Executive Management employee is eligible for a performance-based Incentive pay bonus for extremely meritorious performance.

**Retirement:** CalPERS 2.7% @ 55 formula for Classic members with Employer Paid Member Contribution (EPMC) which employees pay 8% toward the City's contribution as cost-sharing. CalPERS 2% @ 62 formula for New members which employees pay 7% member contribution.

**Medical and Dental Insurance:** Various medical choices provided through CalPERS (HMO and PPO) and dental coverage. Employees who waive medical and/or dental coverage receive a cash-back benefit.

**Medical Retirement Subsidy Plan:** Employee contributes 1.25% to a fund that helps pay for medical premium at retirement.

**Vision Flexible Spending and 457 Deferred Compensation Plans:** Available at employee's expense.

**Life Insurance:** Three (3) times salary not to exceed \$300,000. Optional additional coverage is available for employee and dependents.

**Vacation:** 120 hours per year, increasing to 200 hours after 19 years of service.

**Management Vacation Benefit:** 100 hours per year.

**Sick Leave:** 96 hours per year with a maximum accumulation of 2,000 hours.

**Car Allowance:** \$6,000 per year.

**Electronic Device Stipend:** \$100 per month.

**Bilingual Pay:** \$175 per month (if applicable).

**Long Term Disability:** City pays 100% of the plan cost.

**Holidays:** Eleven days and one floating holiday (96 hours per year).

**Work Schedule:** 9/80 plan.

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for this exciting career opportunity, please complete and submit a City application form online at [www.santa-ana.org/directorjob](http://www.santa-ana.org/directorjob) by Saturday, April 30, 2022 at 11:59 p.m. Please include a cover letter and resume with your application.

Applications will be screened on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews. Candidates deemed most qualified will be invited to participate in a final interview process that includes comprehensive reference and background checks. For additional information about this opportunity, please contact James Murray at [jmurray@santa-ana.org](mailto:jmurray@santa-ana.org) or 714-647-5371.

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