

Director of Recreation and Community Services

Open Competitive Examination

THE POSITION

The City of San Fernando is seeking an experienced and responsible professional to become the Director of Recreation and Community Services. This position reports to the City Manager and is part of the City's executive team. He/She also serves as the Department Head for the Recreation and Community Services Department, including the management and supervision of six full-time and about 35 part-time employees, as well as management of a \$1.4 million operating budget. Will coordinate assigned activities with other divisions, departments, and outside agencies and provide highly responsible and complex administrative support to the City Manager.

IMPORTANT AND ESSENTIAL DUTIES

Duties may include, but are not limited, to the following:

- Oversees day-to-day operations of the Recreation and Community Services facilities, activities, special events, and projects.
- Participates in the assessment, planning, evaluation, and implementation of citizen-based programming.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs.
- Recommends and administers policies and procedures; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.
- Supervises the billing, collection, and deposit of monies paid for department programs.
- Recommends appropriate service delivery and staffing levels.
- Oversees the Cable Access programming and production.
- Reviews facility needs and coordinates with various departments to oversee facility development and maintenance.
- Plans, directs, coordinates, and reviews the work plan for staff; selects, trains, motivates, supervises and evaluates staff; implements discipline and termination procedures.
- Prepares and administers the department's annual budget, including the forecasting of funds needed for staffing, equipment, materials, and facilities.
- Identifies external funding sources, including grants; and prepares applications for such resources from public agencies, private corporations, donations, and programs.

IMPORTANT AND ESSENTIAL DUTIES (continued)

- Monitors and approves expenditures; develops funding strategies for funding department projects and programs; serves as the liaison for the department with other departments and outside agencies.
- Serves as the department representative to a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
- Conducts organizations studies, investigations, and operational studies as needed.
- Recommends changes to department programs, policies, and procedure as appropriate.
- Performs other duties as assigned by the City Manager and City Council, and may serve as Deputy City Manager, as assigned.

OTHER JOB-RELATED DUTIES

- Interacts with the community to evaluate the recreational, community, and cultural service needs.
- Promotes community participation and cooperation; establishes and maintains public relations with the media, community groups, non-profit organizations and other professional organizations.
- Attends City Council meetings and study sessions, and make presentations as appropriate.
- Responds to and resolves citizen complaints and advises the City Manager accordingly.
- Interprets departmental programs, policies, and procedures.
- Performs related duties and responsibilities as required.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Operational characteristics, activities of recreation, community services, and cultural services programs.
- Facilities management principles and practices
- Principles and practices of public administration, municipal government operations, and municipal budget preparation and administration.
- Basic supervision principles, training, and performance evaluation.
- Methods and techniques of grant application and administration; methods and techniques of contract negotiation and administration.
- Methods and techniques for private and corporate sponsorships for department services, programs, and events.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Knowledge of:

- Principles and practices of program development and implementation.
- Community services funding mechanisms and sources; as well as pertinent Federal, State, and local laws, codes, and regulations..

Ability to:

- Oversee and participate in the management of the Recreation, Community Services, and Cultural Services Division; oversee, direct, and coordinate the work of assigned staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of department goals, objectives, and procedures.
- Prepare and administer large program budgets.
- Prepare accurate, clear, and concise administrative and analytical reports; design and implement effective public relations programs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support goals.
- Interpret and apply Federal, State, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.
- Read, write, and speak Spanish (highly desirable).

QUALIFICATIONS

A typical way of obtaining the knowledge, skills and abilities outlined above is any equivalent combination of the following training and experience:

Experience: Ten years of experience in the operation of a large, complex parks and recreation, cultural services program that includes five years of management-level experience, is required.

Training: Graduation from a four-year college or university with a major in Recreation, Human Services, Social Services or a closely related field is required. A Master's Degree in Business Administration or Public Administration is preferred.

Special Requirements: Must stay current in field and acquire all necessary training that new technological changes may present. Must possess a valid CA Class C Driver's License. This position is FLSA Exempt – evening, holiday, and weekend work schedule may be required.

COMPENSATION AND BENEFITS

Compensation and benefit package for this position includes:

- **Salary Range:** \$107,412 - \$130,560 per year (DOQ).
- **Retirement:** PERS 2% @ 55 for classic members; 2% at 62 for PEPRAs members; both are integrated with Social Security. City pays full portion of employee's share of PERS for classic members only.
- **Insurance:** Full Flex Cafeteria Plan; employee receives a monthly flex dollar allowance (\$820 Single; \$1,420 Two Party; and \$1,912 Family) to apply toward Medical, Dental, and Vision benefits offered through the City's insurance plans for employee and eligible dependents. Long-term disability and life insurance are also provided and fully paid for the employee.
- **Bilingual Bonus:** \$100 per month for eligible employees.
- **Car Allowance:** \$300 per month.
- **Management Leave:** 120 hours of Management Leave per year. Unused leave is cashed out at the end of the year.
- **Annual Leave:** Starts at 20 days per year for below five years of service and increases up to 30 days for 10 or more years of service.
- **Holidays:** 12 paid holidays per year.
- **Longevity:** 3% above base salary upon completion of 10 years of continuous service.
- **9/80 Work Schedule:** Available.
- **Deferred Compensation:** ICMA-RC 457, ROTH/IRA, and Retiree Health Savings programs are available.

APPLICATION PROCESS

All interested applicants must complete a City application. The Personnel Division must be in receipt of the completed application prior to the announced filing deadline. Resumes in lieu of applications, incomplete applications and late applications will not be considered. In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation. All employment offers are conditional based upon the successful completion of a medical examination and drug screen performed by the City's designated physician, at City expense. You may complete and/or download an application online at www.sfcity.org or in person at the specified address below. Completed application must be received in the Personnel Division on or before **Monday, October 30, 2017, at 5 pm** (postmarks will not be honored).

Please forward all correspondence to:

City of San Fernando - Personnel Division
117 Macneil Street, San Fernando, CA 91340
(818) 898-1239

ABOUT THE CITY

Only 23 miles north of downtown Los Angeles, the City of San Fernando is nestled at the foothills of the San Gabriel Mountains in the San Fernando Valley. Incorporated in 1911, San Fernando has a population of approximately 25,000, and is a diverse, family-oriented community of about 2.4 square miles.

San Fernando is surrounded by the City of Los Angeles, but offers a small town atmosphere, and a well-planned blend of residential, commercial and industrial development. Once a land of farms and ranches adjoining the Mission de San Fernando Rey, the City is now a vibrant center of manufacturing and commerce. The community enjoys a sweeping view of the San Gabriel foothills and maintains access to Los Angeles and other commercial centers, thanks to a network of freeways and nearby airports.

Public educational opportunities in San Fernando include four elementary schools, a middle school, two high schools, and two adult schools. The City also houses two charter schools and a private junior/senior high school. Los Angeles Mission College, Los Angeles Valley College, California State University at Northridge are close by for higher education. The City combines modern metropolitan conveniences with a close-knit community of friendly, civic-minded residents.

The City of San Fernando is a full-service General Law City with in-house Police, Public Works, Finance, Community Development, Recreation and Community Services, City Clerk and Administration departments. The City contracts for fire services with the City of Los Angeles. The City is governed by a five-member City Council who serves four-year terms, with a Mayor appointed every year, on a rotating basis, by a majority vote of the City Council.

San Fernando's Fiscal Year 2017-2018 General Fund Budget exceeds \$19 million, with an all-funds total of approximately \$42 million. The City employs 100 full-time and 55 part-time staff members.

The City of San Fernando does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other legally protected status in employment or the provision of services.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice.



**INVITES
APPLICATIONS
FOR**

Director of Recreation and Community Services

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SALARY

\$107,412 - \$130,560 Per Year

FILING DEADLINE:

**Monday
October 30, 2017
@ 5 pm**