

# Director of Community Services/ Parks & Recreation







## THE COMMUNITY

The City of Carson was incorporated in 1968 and is the youngest municipality in the South Bay region of Metropolitan Los Angeles. The City spans approximately 20 square miles and has vast City-owned open space ripe with opportunity growth and new development. With a population of approximately 100,000, Carson has grown from an agricultural and industrial area to a bustling, vibrant, diverse city. With close proximity to major freeways, Long Beach and Los Angeles airports, the Ports of Los Angeles and Long Beach, and major universities including Cal State Dominguez Hills, the community is regionally significant. Carson is a leading destination for locals and travelers alike with attractions like the Goodyear Blimp, the Stub Hub Sports Center that features exciting sporting events, the new Porsche Driving Experience Center with its own museum and Four-Star restaurant, and the Rancho Dominguez Adobe featuring historical re-enactments for history buffs. The City of Carson is business friendly with the motto of "Future Unlimited" and strives to provide a high level of service to its residents, ensuring it is a great place to live, work and play.

## THE ORGANIZATION

The City of Carson has a Council City Manager form of government. Carson has a directly elected Mayor, who serves a four-year term and four Councilmembers, who are elected at large. Councilmember terms are staggered, with elections every two years.

The City Council appoints a City Manager to serve as the chief administrative officer of the City. The City Manager acts as the chief advisor to the City Council, implements City Council decisions, acts as liaison between the City Council and other agencies; and directs and coordinates the City resources. The City's resources have been organized around eight departments: City Manager, Public Works, Finance, Human Resources, Community Development, Community Services, City Clerk and City Treasurer.

To learn more about the City of Carson,  
go to: [ci.carson.ca.us](http://ci.carson.ca.us)

## THE POSITION

The Director of Community Services/Parks & Recreation plans, organizes, directs and coordinates a comprehensive Community

Services program including, but not limited to, parks and recreation, senior and youth group programs, community center, transportation, and City events. This position is a member of the City's management team and participates actively in addressing issues of concern to the City, including some which may not have a direct impact on community services.

Responsibilities include, but may not be limited to the following:

- » Develop Departmental City-wide administrative policies and strategic goals. Provide oversight of maintenance of parks and park facilities.
- » Supervise, mentor, and motivate employees including prioritizing and assigning work and conducting performance evaluations.
- » Plan, coordinate and implement controls and evaluate policies, procedures, strategies, work standards and strategic goals for the Community Services work group; maintain, update, and ensure procedural compliance for mandated programs.
- » Serve as the staff liaison for the Carson Community Foundation, a non-profit entity involved in the sponsorship and funding of community events and activities.
- » Serve as a senior management staff liaison to various commissions and subcommittees, community based organizations, external agencies, committees, associations, citizens, and community stakeholders.
- » Lead the preparation and review of staff reports, letters, memos, and other related correspondence.





- » Oversee the preparation of the Community Services work group budgets, financial reports, and grants. Monitor revenues and expenditures.
- » Oversee the City's Transit Program, including interactions with local and regional transit.
- » Review and analyze pertinent legislation affecting assigned areas of responsibility.
- » Oversee research and review of possible grant opportunities and submit applications for grants and outside funding sources.

## THE IDEAL CANDIDATE

The ideal candidate is a high energy and articulate leader with the highest integrity and ethics who is responsive to questions and feedback from staff, management, executive leaders, elected officials, and the general public. This position requires thorough knowledge of the principles and practices of parks and recreation and community services programs and procedures. The successful candidate will have a solid background in performance measurements, public administration and governmental structures and operations, program development and administration, budget preparation, internal controls and management, and effective communication and interpersonal skills.

### Key Attributes and Characteristics

- » A proven history building and developing solid business relationships and partnerships.
- » A skill set in analyzing problems, and identifying solutions, project consequences of proposed actions and implementing processes and procedures in support of departmental goals.
- » Able to plan, analyze and evaluate programs and services, operational needs, and fiscal constraints.
- » Excellent communication and interpersonal skills; able to create a cohesive, team-oriented working environment, collaborate effectively with staff, interdepartmental management, and other key stakeholders.
- » A good-natured and approachable leader who is visible and actively engaged within the organization to ensure quality customer service.
- » An enthusiastic, inspiring, and engaging manager that leads by example.
- » A leader who can blend innovation and creativity; someone who can think outside the box; and inspires creativity to move the organization to the next level.
- » The ability to have fun and develop congenial relationships with colleagues, build the community experience and the parks, recreation, and community services environment.

## QUALIFICATIONS AND REQUIREMENTS

- » A bachelor's degree from an accredited four-year college or university in public or business administration, recreation administration, or a related field. A master's degree is ideal.
- » Seven (7) years of full-time community services, recreation, parks, and/or cultural programming management experience in a public sector environment.
- » Three (3) plus years of management/supervisory, preferably in a public sector setting.
- » Experience with oversight of park and facility maintenance is highly desired.

## COMPENSATION AND BENEFITS

The salary range for this position is **\$137,176 - \$175,073.60**

The City also offers a highly competitive benefit package including:

- » **Retirement** – 2% @ 55 formula for classic members. 2% @ 62 for new members hired on or after January 1, 2013.
- » **Other** – Employees pay the full Employee Member Contribution on a pre-tax basis; 1959 Survivors Program – level 4.
- » **Medical** – City contracts with CalPERS and offers choice of various HMO's and PPO's; City pays \$1,594 monthly medical allowance toward the premium for employee and eligible dependents; Employees may elect to discontinue or not enroll in the health insurance program upon proof of equal coverage and shall receive 75% of lowest 2-party premium to be deposited into the employee's City sponsored deferred compensation account.





- » **Dental** – Principal Financial, with EPO and PPO providers available; City pays \$87 monthly premium; Employees may elect to discontinue or not enroll in the insurance program upon proof of equal coverage and shall receive 75% of the dental premium to be deposited into the employee's City sponsored deferred compensation account.
- » **Vision** – Optional vision care (Superior Vision) may be purchased through payroll deduction from wages and/or with monies remaining from the sum provided for health insurance.
- » **Life Insurance** – City pays for term life coverage of \$200,000 with Evidence of Insurability (EOI) or \$110,000 with no EOI.
- » **Long Term Care** – Employees may purchase through payroll deduction from wages and/or with monies remaining from the sum provided for health insurance.
- » **Deferred Compensation** – VOYA; City match up to \$6,000 per calendar year.
- » **Vacation** – Employees accrue 10 hours per month upon appointment.
- » **Sick Leave** – 10 hour per month sick leave (300 hours immediately credited to leave bank upon hire with no further accrual for 30 months).
- » **Holiday Leave** – 13 paid holidays per calendar year.
- » **Floating Holiday** – 3 paid floating holidays per calendar year.
- » **Administrative Leave** – 6.67 hours per month.
- » **Service Organization Membership** – City pays \$250 per calendar year.
- » **Auto Allowance** – City pays \$500 per month (benefit based on employment contract).
- » **Professional Development Allowance** – City pays up to \$800 annually within the first quarter of each fiscal year.

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date for this position is **Monday, July 6, 2020**. To be considered for this exceptional career opportunity, please submit your cover letter, resume, and five work-related references (who will **not** be contacted in the early stages of the recruitment.) Resumes should reflect years **and** months of employment, positions held.

Forward to: <https://executivesearch.cpshr.us/JobDetail?ID=654>

**CPS HR CONSULTING**

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CPS HR Consulting  
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Website: [www.cpshr.us/search](http://www.cpshr.us/search)

Resumes will be screened on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. The City of Carson will then select finalists to be interviewed. 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 Frank Rojas.

