

FAIR OAKS
RECREATION & PARK DISTRICT

District Administrator



The District oversees 123 total acreage of parks, 12 developed parks, and serves numerous year-round recreation programs for people of all ages.

Its award-winning parks and recreation services operate exclusively within the Fair Oaks community.



THE OPPORTUNITY

The Fair Oaks Recreation and Park District (FORPD) invites applications for the position of District Administrator - a unique opportunity to lead a dynamic and community-centered organization entering its next era of growth.

Following nearly a decade of transformation, FORPD has emerged as a regional model for recreation, arts, and cultural engagement. Through the successful management of a \$26.9 million Measure J bond program, the District has delivered award-winning public facilities including the Fair Oaks Village Park campus, the Veterans Memorial Amphitheater, the Black Box Theater, the Community Clubhouse, and the Arts & Crafts Building.

The new District Administrator will build on this momentum, guiding the District through operational expansion, long-term master planning, and a growing emphasis on sustainability, partnerships, and innovation.



Mission & Vision

OUR MISSION

Enriching Lives through Exceptional Parks and Recreation Opportunities That Strengthen Our Community.

OUR VISION

To be the primary recreation provider of choice for the Fair Oaks community.

THE ORGANIZATION

Founded in 1945, the Fair Oaks Recreation and Park District (FORPD) is an independent special district serving approximately 32,000 residents in northern Sacramento County. The District encompasses over 11.25 square miles, offering a blend of urban convenience and small-town character.

FORPD operates and maintains twelve community parks and open spaces that blend modern amenities with the natural character of Fair Oaks. In addition, the District manages key community facilities—including the McMillan Center, the Fair Oaks Preschool, the former library facility, and the District Office—which together support a broad range of public programs and services. The District also oversees the newly redeveloped cultural and recreation campus at Village Park, home to the 480-seat Veterans Memorial Amphitheater, the Black Box Theater, community meeting rooms, and multiple versatile event venues that anchor the community's arts, culture, and recreation offerings.

The District offers a diverse portfolio of recreation and enrichment programs, including youth and adult sports, senior activities, arts and cultural programs, and signature community events such as the Concerts in the Park series and seasonal festivals.

The District is governed by a five-member elected Board of Directors, who set policy and provide strategic direction. The District Administrator serves as the chief executive officer, responsible for carrying out Board policies, overseeing all operations, and ensuring fiscal and organizational excellence.

To learn more visit: <https://forpd.org/>



THE COMMUNITY

Nestled along the American River Parkway between the cities of Citrus Heights and Rancho Cordova, Fair Oaks is known for its small-town spirit, cultural vitality, and strong civic engagement.

Old Fair Oaks Village serves as the heart of the community—a gathering place for events, markets, performances, and festivals that celebrate local heritage and creativity. Residents enjoy access to miles of trails, regional parks, and outdoor recreation while remaining just 20 minutes from downtown Sacramento.

The District's partnerships with the Fair Oaks Chamber of Commerce, Fair Oaks Recreation and Arts Foundation, Rotary Club, Fair Oaks Historical Society and local schools foster a deeply connected network of community support and collaboration.

THE POSITION

Reporting directly to the Board of Directors, the District Administrator provides leadership and management for all aspects of the District's operations, capital projects, financial management, and community services.

Key responsibilities include:

- » Implementing Board policies and guiding long-term strategic planning.
- » Overseeing annual budgets, capital improvement programs, and funding strategies.
- » Directing the operation and maintenance of all District parks, facilities, and programs.
- » Fostering community partnerships and intergovernmental relationships.
- » Providing leadership and mentorship to the management team and staff.
- » Serving as the District's primary representative to the public, media, and partner agencies.

The District Administrator directly supervises: Administrative Services Manager, Parks & Facilities Manager, Recreation Manager, and Arts & Entertainment Manager.

STRATEGIC FOCUS AREAS/OPERATIONAL AND STRATEGIC PRIORITIES

Comprehensive Planning & Facility Development - Lead long-range planning and major capital projects. Update the District Master Plan to reflect current demographics and facility needs, advance priority park projects such as La Vista Fields, Phoenix Park, and Fair Oaks Park, and ensure community engagement and transparent communication throughout planning and construction.

Asset Management, Infrastructure Renewal & Operational Sustainability - Strengthen the District's infrastructure and operations through a Facility Repair and Replacement Plan and a comprehensive Vehicle, Equipment, and Technology Replacement Program. Prioritize ADA access, safety, energy efficiency, and modernization across facilities, while establishing sustainable operations supported by data-driven maintenance and lifecycle planning.

Financial Sustainability, Revenue Development & Funding Strategy - Build a resilient financial structure that supports operations and future projects. Pursue diverse funding streams, strengthen long-term financial planning, cost recovery, and budgeting systems, and maintain fiscal accountability. Support scholarship programs, address unfunded liabilities, and evaluate assessment-district tools to increase stable revenue sources while supporting innovation and program expansion.

Organizational Development, Leadership Capacity & Workplace Culture - Promote a collaborative, professional, and forward-thinking organizational culture by increasing cross-training, departmental coordination, and mentorship opportunities. Develop clear expectations, updated policies, and consistent operational standards. Support leadership development and succession planning while encouraging innovation, open communication, and a supportive, team-oriented work environment.

Community Engagement, Partnerships & Public Visibility - Strengthen community trust and participation by building strong relationships with residents, businesses, civic groups, arts organizations, nonprofits, schools, and agency partners. Enhance awareness of major programs through coordinated outreach and marketing, utilize volunteers and contract labor to support special events and community initiatives. Support and strengthen the Fair Oaks Recreation & Arts Foundation as an essential partner.

OPPORTUNITY FOR GROWTH

The Fair Oaks Recreation & Park District is entering an exciting phase of continued growth and organizational evolution. In November of 2018 the residents of FORPD passed Measure J, a \$26.9 Million Dollars General Obligation Bond which helped fund major projects that have improved and expanded the services of FORPD. The four major projects identified in the Measure J's ballot language were:

- » Renovation and improvements to Village Park, Fair Oaks Community Clubhouse, Veteran's Memorial Amphitheatre, and the addition of the Fair Oaks Village Park Community Center. The project includes additional parking, pedestrian circulation and improved access for visitors with a disability (ADA Improvements).
- » Construction of two new softball fields at Phoenix Park including parking expansion and traffic flow improvements.
- » District wide projects that will improve the safety of park users, new park development and protection of open space.

Building on the successful implementation of these projects, the next District Administrator will have the opportunity to guide the District into its next chapter — focusing on long-term master planning, operational sustainability, financial resilience, and strengthened community partnerships.

This role offers the opportunity to lead an award-winning park district while shaping its future direction, organizational culture, and service delivery for years to come.



IDEAL CANDIDATE

The ideal candidate is a visionary, collaborative, and strategic leader with a strong commitment to public service and community engagement. They bring proven success in parks, recreation, or public agency management, along with experience in arts and cultural programming and operations. This individual demonstrates strong financial acumen and expertise in capital project oversight, exceptional communication skills to build trust across diverse stakeholder groups, and the political and organizational awareness needed to navigate complex partnerships and governance structures. Their leadership style empowers staff, fosters innovation, and models accountability.

OUR VALUES

Health & Wellness

- » Providing and promoting healthy lifestyle opportunities

Safety

- » Ensuring safe and secure environments

Sustainability

- » A sustainable park system supported by decisions that provide services at a sustainable rate, such as providing infrastructure that can be reasonably maintained, setting realistic program and service delivery targets, or modifying land management techniques to increase efficiency.

Inclusion

- » Removing barriers so that all people have an equal opportunity to enjoy the benefits of parks and recreation.

Integrity

- » Exhibiting trust and transparency in all our actions.

Adventure

- » Add excitement and enjoyment for our customers through programs and events to improve their quality of life.

Innovation

- » Implement new technology, promote creativity, communicate a shared vision and recognize trends by being responsive and adaptive.

EDUCATION AND EXPERIENCE

A bachelor's degree in Public Administration, Business, Parks and Recreation, or a related field is required; a master's degree is preferred.

Candidates must have at least five years of senior-level administrative or management experience, hold or obtain a valid California driver's license, and be able to obtain First Aid/CPR certification within six months of hire.



COMPENSATION

The salary range is **\$132,584-\$164,322** annually, and negotiable based on qualifications and experience.

The District offers a comprehensive benefits package including:

- » CalPERS retirement (2% @ 62 for new members; 2% @ 55 for classic members).
- » Medical, dental, vision, and life insurance coverage.
- » Vacation, sick leave, and management leave allowances.
- » Professional development support and longevity benefits.

APPLICATION AND SELECTION PROCEDURE

This position is open until filled. To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (two supervisors, two direct reports and two colleagues) by the first resume review date of **May 15, 2026**. Resume should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed.

Please go to our website to submit your application: <https://www.cpshr.us/recruitment/2587>

For additional information about this position please contact:

CPS HR CONSULTING

Your Trusted HR Advisor For 40 Years

Fatima Nukic
Executive Recruiter
Tel: 916.471.3308
E-mail: fnukic@cpshr.us
Website: www.cpshr.us/search

