



City of San José, California  
Department of Parks, Recreation & Neighborhood Services

# Parks Division Manager

*Building  
Community  
Through  
Fun*





## THE CITY

**K**nown as the “Capital of Silicon Valley,” the City of San José plays a vital economic and cultural role anchoring the world’s leading region of innovation. Encompassing 181 square miles at the southern tip of the San Francisco Bay, San José is Northern California’s largest city and the 10th largest city in the nation. With more than one million residents, San José is one of the most diverse large cities in the United States. San José’s transformation into a global innovation center has resulted in one of the largest concentrations of technology companies and expertise in the world, including major tech headquarters like Cisco, Adobe, Samsung, PayPal, and eBay as well as start-ups and advanced manufacturing.

San José’s quality of life is unsurpassed. Surrounded by the Diablo and Santa Cruz mountain ranges and enjoying an average of 300 days of sunshine a year, residents have easy access to the beaches along the California coast including Santa Cruz, Monterey, and Carmel; Yosemite and Lake Tahoe in the Sierra Nevada; local and Napa Valley wine country, and the rich cultural and recreational life of the entire Bay region.

San José has received accolades for its vibrant neighborhoods, healthy lifestyle, and diverse attractions from national media including Business Week and Money magazines. The downtown area is home to high-rise residential projects, theaters, museums, and diverse entertainment attractions such as live music, live theater, cafes, restaurants, and nightclubs. Inquiring minds are served by the Tech Museum of Innovation, the San José Museum of Art, and many local galleries and venues. Nineteen public school districts and over 300 private and parochial schools provide residents with a range of educational choices. Universities in and near the city include San José State University, Santa Clara University, Stanford University, and three University of California campuses.

In 2011, the City adopted Envision San José 2040, a long-term growth plan that sets forth a vision and a comprehensive road map to guide the City’s anticipated growth through the year 2040. The Plan proactively directs significant anticipated growth in new homes and workplaces into transit-accessible, infill growth areas and supports evolution toward a more urban landscape and lifestyle. The San José area is powered by one of the most highly educated and productive populations in America. More than 40% of the workforce has a bachelor’s degree or higher, compared with 25% nationally, while forty percent of San José residents are foreign born, and 50% speak a language other than English at home.

San José is proud of its rich cultural diversity and global connections, and the essential role the City plays in connecting residents and businesses to the nation and the world.

## CITY GOVERNMENT

**T**he City of San José is a full-service Charter City and operates under a hybrid Council-Manager form of government. The City Council consists of 10 Council Members elected by district and a Mayor elected at-large. The City Manager, who reports to the Council, and the executive team provide strategic leadership that supports the policymaking

role of the Mayor and the City Council and motivates and challenges the organization to deliver high quality services that meet the community’s needs. The City actively engages with the community through Council-appointed boards, commissions, and project specific engagement opportunities.

In addition to providing a full range of municipal services including police and fire, San José operates an international airport, municipal water system, a regional wastewater treatment facility, over 200 neighborhood and regional parks, an accredited zoo, and a library system with 24 branches. The City also oversees convention, cultural, and hospitality facilities that include the San José McEnery Convention Center, Center for the Performing Arts, California Theater, Mexican Heritage Plaza, and the SAP Center San José – home of the National Hockey League’s San José Sharks.

City operations are supported by 6,622 full time equivalent positions and a total budget of approximately \$4.37 billion for the 2019-2020 fiscal year. San José is dedicated to maintaining the highest fiscal integrity and earning high credit ratings to ensure the consistent delivery of quality services to the community. Extensive information regarding San José can be found on the City’s website at [www.sanjoseca.gov](http://www.sanjoseca.gov).

## THE PARKS, RECREATION, AND NEIGHBORHOOD SERVICES DEPARTMENT

**T**he Parks, Recreation, and Neighborhood Services Department (PRNS) is committed to serving the community, children, youth, adults, and persons with disabilities. The City’s recreation, community services, and outdoor spaces serve San José residents and greater San Francisco Bay Area community.

PRNS endeavors to build the community through fun engagement, caring, learning and literacy, inspiration, and service. The department strives to be a national leader of Parks and Recreation in cultivating healthy communities through quality programs and dynamic public spaces.

PRNS has three core services it delivers to the community: Community Facilities Development, Parks Maintenance and Operations, and Recreation and Community Services. PRNS is staffed with 711 full time equivalent positions and annual FY 2019-2020 operating budget of \$116 million, Capital budget of almost \$200 million as well as a five-year capital improvement program of \$331 million.

### Community Assets:

- 3,533 Park Acreages
- 11 City-Owned Community Centers
- 39 Partner-Operated Community Centers
- 61 Miles of Walking and Biking Trails
- 12 Dog Parks
- 6 Swimming Pools





- 197 Neighborhood Parks
- Happy Hollow Park and Zoo

**Community Impact:**

- 130,000+ participants in Viva CalleSJ
- 71,000+ participants in recreation programs
- 858,000+ visitors to San Jose’s trails
- 223,000+ senior nutrition meals served

**MISSION**

*To build healthy communities through people, parks and programs*

**Guiding Principles**

*Accessibility • Inclusivity • Affordability • Equity • Diversity • Sustainability • Flexibility*

**THE POSITION**

**T**he Parks Division Manager leads a diverse portfolio of programs ranging from recreation programming to landscaping and maintenance activities and management of park rangers.

Parks is supported by 339 FTE and an operating budget of approximately \$48 million along with various other sources including capital, grants, revenue generation and other special funds. Services and programs are delivered through its 197 neighborhood parks, nine regional parks and over 61 miles of trail. Typical services include parks maintenance and operations; recreation and leisure programming; fee based programs; summer camps, permits and reservations; Park Ranger program; watershed protection and resource management; golf management; capital infrastructure repair and rehabilitation; special events; Happy Hollow Park & Zoo; and, San José Family Camp at Yosemite.

Reporting to the Deputy Director of Parks, the Division Manager is responsible for enhancing the overall efficiencies and service models of the Parks Division, focusing on Maintenance Operations; the Park Ranger Program; Family Camp at Yosemite; Capital Infrastructure; and, Asset Management/Business Intelligence (BI). The Division Manager also has oversight of departmental operational service functions including operations and maintenance service delivery; minor capital work; division administrative support including hiring strategies and professional staff development; facilitating concerns/requests from the City Council, staff and the public; contract administration and BI development and application.

The Parks Division Manager leads a team of Park Managers and provides essential services to the Deputy Director. Key services include coordination of Parks Division operations with other

City departments, county, state and national agencies; work closely with partners such as foundations, conservancies, and other non-profit groups; provide assistance in the development of annual operating and capital improvement budgets, including revenue enhancement plans; plan, coordinate, and direct work programs and projects for the maintenance and construction of the City park system; investigate and respond to the more complex inquiries regarding parks service delivery methods; resolve technical and operational problems; and, oversee the protection and preservation of regional parks, open space and watershed properties.

**Why you want to join the San José PRNS Team:**

- Collegial work environment
- Knowledgeable, dedicated and engaged staff
- Vast array of exciting and ongoing projects
- Recreational programs for toddlers to seniors
- 3,533 acres of parkland including Alum Rock Park (718 acres) – the oldest municipal park in California and one of the largest municipal parks in the United States
- Kelley Park – includes diverse facilities such as Happy Hollow Park & Zoo (an iconic, 50+ year-old, child-centric amusement park), the Japanese Friendship Garden, History Park at Kelley Park, and the Portuguese Historical Museum.

**THE IDEAL CANDIDATE**

**The City of San Jose seeks Parks Division Manager candidates who...**

- Are proven leaders who enjoy working in a fast-paced, high profile and progressive environment, which is supported by collaboration, transparency, and ethics of the highest level.
- Can foster a progressive and diverse workforce, be supportive of staff and have a good sense of the morale and working environment.
- Possess a healthy sense of humor and an optimistic attitude, and are consummate team-players and collaborators
- Have a proven background in park operations and maintenance, and can coordinate and maintain numerous facilities and programs while maintaining a customer-focused outlook
- Are community-minded, enterprising, passionate, and participative servant leaders committed to the ideal that the PRNS Department and City organization can create significant opportunities to improve the quality of life of San José’s residents.
- Exhibit the ability to effect and manage change in an organization through strong leadership and management skills all while being creative in his/her approach to establishing productive partnerships with businesses and organizations for the benefit of the community.
- Are innovative, energetic leaders capable of creating and implementing long-term plans and who possess the necessary management skills and political savvy to help make those plans a reality





**Ideal candidates should have a background and demonstrate ability to implement Core Competencies:**

**Job Expertise:** Knowledge of an experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.

**Communication Skills:** Communicates and listens effectively and responds in a timely, effective, positive and respectful manner; written reports and correspondence are accurate, complete, current; well-organized, legible, concise, neat, and in proper grammatical form responds to statements and comments of others in a way that reflects understanding of the content and the accompanying emotion; asks clarifying questions to assure understanding of what the speaker intended, ensures consistent communication takes place within area of responsibility.

**Leadership:** Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.

**Teamwork & Interpersonal Skills:** Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

**Vision/Strategic Thinking:** Support, promote, and ensure alignment with the organization's vision and values. Understand how an organization must change in light of internal and external trends and influences. Builds a shared vision with others and influences others to translate vision to action.

**Analytical Thinking:** Approaching a problem or situation by using a logical, systematic, sequential approach.

**Decision-Making:** Identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a source of action or developing appropriate solutions.

**Initiative:** Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.

**Fiscal Management:** Understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts, and procurements.

**Change Management:** Demonstrates support for innovation and for organizational changes needed to improve the organization's effectiveness; facilitates the implementation and acceptance of change within the workplace.

**EDUCATION & EXPERIENCE:**

The Parks Division Manager is required to have a Bachelor's Degree from an accredited college or university with a major in parks and recreation, public administration, business administration, urban planning, or other related field, and six (6) years of progressively responsible experience, including three years of supervisory experience, or any equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

**COMPENSATION AND BENEFITS**

The salary range for this position is **\$106,318.114 - \$162,386.659**. The Parks Division Manager also receives an approximate 5% ongoing non-pensionable compensation in addition to the salary range listed. In addition, the City provides an excellent array of benefits, including:

**Retirement** – Competitive defined benefit retirement plan with full reciprocity with CalPERS; defined contribution plan available as an option.

**Health Insurance** – The City contributes 85% towards the premium of the lowest cost non-deductible plan. There are several plan options.

**Dental Insurance** – The City contributes 100% of the premium of the lowest priced plan for dental coverage.

**Personal Time** – Vacation is accrued initially at the rate of three weeks per year with amounts increasing up to five weeks after 15 years of service. Executive Leave of 40 hours is granted annually and depending upon success in the Management Performance Program could increase to up to 80 hours.

**Sick Leave** – Sick Leave is accrued at the rate of approximately 8 hours per month.

**Holidays** – The City observes 14 paid holidays annually.

**Deferred Compensation** – The City offers an optional 457 Plan.

**Flexible Spending Accounts** – The City participates in Dependent Care Assistance and Medical Reimbursement Programs.

**Insurance** – The City provides a term life policy equal to two times annual salary. Long-term disability and AD&D plans are optional.

**Employee Assistance Program** – The City provides a comprehensive range of services through the EAP.

**APPLICATION PROCESS**

The final filing date is **Friday, September 13, 2019**. To be considered, submit a cover letter, list of six work-related references (who will **not** be contacted without prior notice), indication of current salary and a resume that reflects the size of staff and budgets you have managed. Your resume should indicate both months **and** years of beginning/ending dates of positions held. Submit the requested materials to: <https://executivesearch.cpshr.us/JobDetail?ID=547>



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