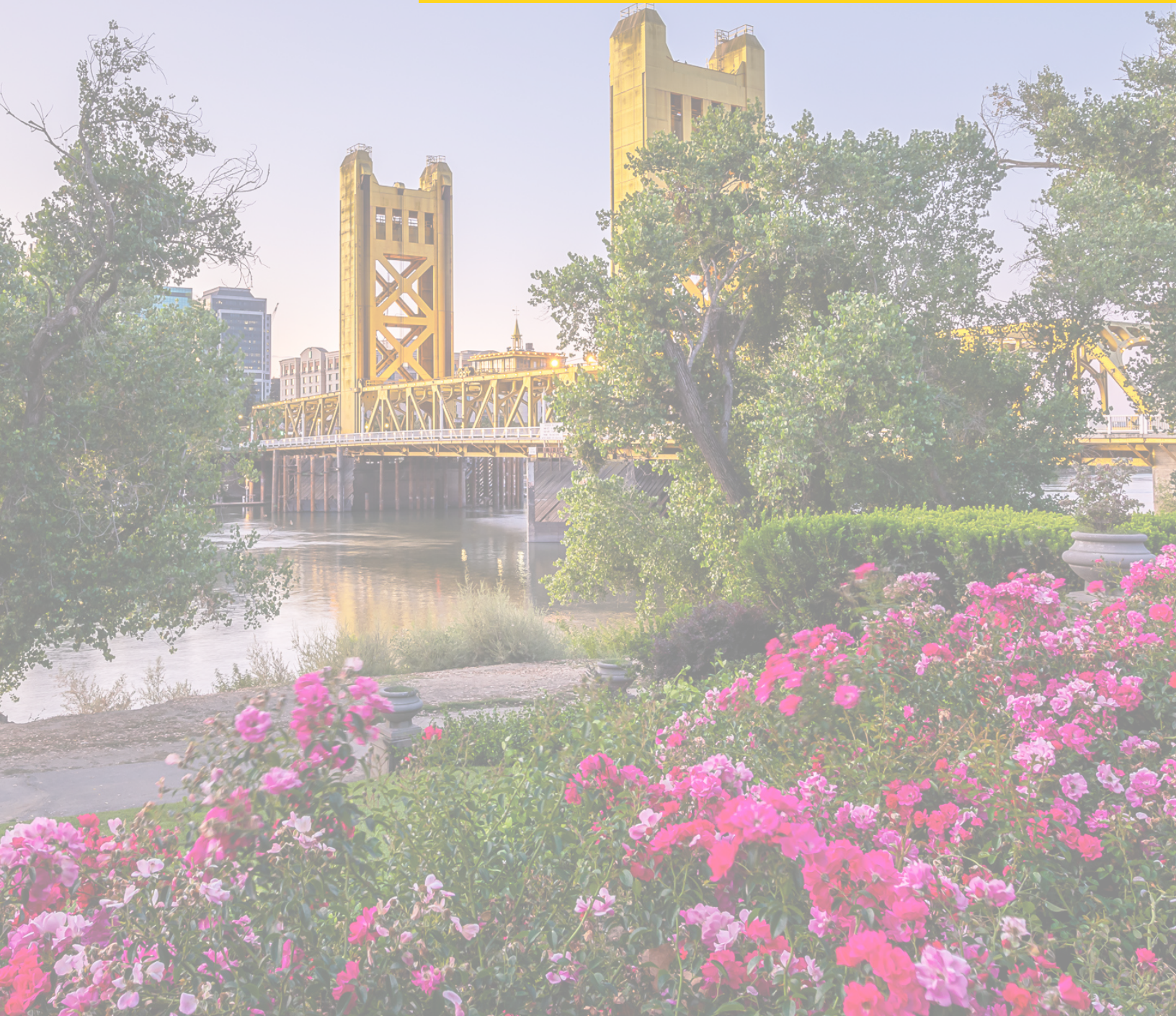




The City of West Sacramento is recruiting for a

# DIRECTOR OF PARKS & RECREATION



<https://www.governmentjobs.com/careers/westsacramento/>



[hr@cityofwestsacramento.org](mailto:hr@cityofwestsacramento.org)



Final Filing Date: 3/26/2023



# ABOUT THE POSITION

The Director of Parks and Recreation plans, organizes, and administers a comprehensive program of community services and plans and directs the development, use, and maintenance of City parks and park facilities. The Director of Parks and Recreation is an at-will position that is appointed by and sits at the pleasure of the City Manager/Port CEO. The Director of Parks and Recreation performs work that is highly complex and includes responsibility for overseeing the day-to-day operations of the Parks and Recreation Department as well as department strategic planning and goal setting. Duties are administrative/managerial in nature, and the incumbent has extensive contact with public officials, state, federal and local agencies, other public and private organizations, and the general public, and is responsible for developing, proposing, and implementing programs designed to provide quality parks, recreation-related health, eldercare and after school educational programs and services while maintaining excellent customer service within the Department's service area.

# IDEAL CANDIDATE

The ideal candidate will be an experienced, dynamic, innovative, and motivated Parks & Recreation Director who enjoys challenges and creative solutions. The Parks & Recreation Director reports to the City Manager/Port CEO and is a key member of the City's Executive Team. The Department consists of four separate functions: a Parks Division, Recreation Division, Early Learning Services, and the Tree Program, and features a talented group of 38.55 full-time employees and a number of fluctuating extra-help employees depending on the season. The Director manages an operating and maintenance budget of \$13.7 million annually. The ideal candidate will have strong analytical skills and have a background in the developing, implementing and overseeing of an extensive program of indoor and outdoor recreation activities, programs and services, as well as, in the planning, funding and development of parks and recreation facilities. The Director will be a hands-on leader with a collaborative approach to problem solving and possess strong political acumen with the ability to communicate complex information to a variety of audiences clearly and concisely.

Preference will be given to candidates with seven years of increasingly responsible experience in parks and recreation, municipal planning, or a related field, including two years of supervisory responsibility, AND who possess a 4-year degree from an accredited college or university with major course work in business, finance, public administration, land use planning or other related field. Candidates with strong verbal/written communication and leadership skills are preferred.



**WE STRIVE TO  
DESIGN PROGRAMS  
TO HELP LOCAL  
RESIDENTS  
IMPROVE THEIR  
OVERALL HEALTH  
AND QUALITY OF  
LIFE.**

# KEY ATTRIBUTES AND CHARACTERISTICS

- A leader and positive role model who demonstrates initiative, is action-oriented, exercises good judgment, treats others with respect and is open and approachable.
- A big picture thinker and well-rounded in all aspects of parks & recreation who understands related functions such as community development, economic development, transportation/mobility, infrastructure, public financing, and can work collaboratively with others to solve problems and remove barriers to progress.
- An active problem solver who anticipates and responds to issues in a timely manner, develops alternative solutions, and is able to achieve resolutions quickly.
- An outstanding manager of people who provides guidance and professional support to staff, offers regular feedback to employees and whose leadership style is centered around mentoring, coaching, and empowering.
- A leader with a communicated understanding of diversity, equity, and inclusion in serving a highly diverse community.

## MINIMUM QUALIFICATIONS

**EDUCATION AND EXPERIENCE:** Any combination of training and experience which would provide the required knowledge and skill. A typical way to obtain the required knowledge and skill would be:

**Education:** Bachelor's Degree from an accredited college or university with major course work in public administration, business administration, human development, park and recreation administration or closely related field. A Master's Degree is highly desirable.

**Experience:** Six (6) years of increasingly responsible professional experience in parks, recreation, and/or community services which has included planning, development, administration and supervision.

# THE CITY & DEPARTMENT



West Sacramento is a vibrant riverfront community centrally located in Northern California. It is recognized as a leader in the region and a growing center of commerce, recently emerging as a hub for the food industry and related activities. Food companies from around the world have chosen to build facilities in the city. Urban farms dot the landscape, providing fresh produce to residents and restaurateurs.

Incorporated in 1987, West Sacramento encompasses approximately 22 square miles, with a population over 50,000 people. There is housing of all types in the city. Currently, the riverfront area called the Bridge District is rapidly developing. There will be 1,000 new high density housing units in this area along with offices and other mixed uses. Sutter Health Park, home of the River Cats, the AAA affiliate of the San Francisco Giants, anchors the area. Plans are underway for a light rail line that will connect the city's core with the Bridge District and Sacramento.

Regional amenities abound throughout the city. The Sacramento River provides water-related activities including boating, fishing, and paddle boarding. There is a very active rowing club located at the Port of West Sacramento which often hosts NCAA championship races.

Well-maintained parks and bicycle trails are located throughout West Sacramento. There is also a state-of-the-art city-operated recreation center complete with pools for adults and children, and a large water slide.

West Sacramento features a variety of educational opportunities. The city operates an award-winning part day preschool programs. In addition to the public K-12 schools there are two private schools and a few charter schools. Sacramento City College has a branch center in West Sacramento and world class education can be found at the University of California, Davis and Sacramento State University, both located within a short commute.

West Sacramento Parks & Recreation Department consists of four separate functions: a Parks Division, Recreation Division, Early Learning Services, and our Tree Program. The Parks Department provides recreation and leisure opportunities with its park facilities and recreation programming. The Department has approximately 38.55 FTE which operate within its divisions.


# COMPENSATION & BENEFITS

**ANNUAL SALARY RANGE OF \$150,000-\$190,962. PLACEMENT WITHIN SALARY RANGE DEPENDENT UPON QUALIFICATIONS.**

- \$ 5% EDUCATION INCENTIVE FOR MASTER'S DEGREE**
- \$ UP TO \$1,773 PER MONTH FOR MEDICAL/DENTAL/VISION OR \$865 CASH IN LIEU**
- \$ \$1,000 ANNUALLY FOR CAREER ENHANCEMENT**
- \$ CITY CONTRIBUTES 4.5% OF BASE SALARY TO A 401A, MANDATORY EMPLOYEE CONTRIBUTION OF 5.5%.**
- \$ CALPERS 2% @ 60 OR 2% @ 62 PLAN, DEPENDING UPON THE EMPLOYEE'S STATUS WITH CALPERS AT THE TIME OF EMPLOYMENT AS DETERMINED BY CALPERS.**
- \$ THE DIRECTOR OF PARKS & RECREATION IS DESIGNATED AS EXEMPT AND RECEIVES 80 HOURS OF MANAGEMENT LEAVE PER FISCAL YEAR.**



# THE RECRUITMENT PROCESS



An official City of West Sacramento application form must be filled out, in its entirety. It is the applicant's responsibility to explain their qualifications fully and clearly. In addition, applicants must submit a resume and complete the required supplemental questionnaire. Incomplete information on the application, resume and/or supplemental questionnaire may be cause for disqualification. Application packages will be reviewed and screened for qualifications. Additional screening criteria will be developed based on the supplemental questionnaire.

Apply via the City of West Sacramento's recruitment page at <https://www.governmentjobs.com/careers/westsacramento>.

This recruitment will close at 11:59 p.m., March 26, 2023.