The City of San Bernardino invites applications for the position of Director of Parks, Recreation & Community Services.
THE CITY OF SAN BERNARDINO

Located in the Riverside-San Bernardino metropolitan area of Southern California (often referred to as the Inland-Empire), the City of San Bernardino serves as the county seat of San Bernardino County. It spans 62 square miles and has a diverse population of over 213,000.

Several highly regarded educational institutions are located within or in the nearby area. California State University, San Bernardino is located in the northwestern part of the City. San Bernardino Valley College is also located within the City. The City is also home to the San Manuel Gateway College & Loma Linda University Health, an innovative new higher education resource that integrates training programs in health careers with clinical experience.

San Bernardino is also home to the Little League Western Region Headquarters and hosts the regional playoffs each year with 14 teams from 13 western states playing for the chance to advance to the Little League World Series for the national title.

Another sports venue is the San Bernardino Soccer Complex, one of only a few premier soccer facilities in Southern California. The 50-acre complex offers 17 full-size soccer fields, including 4 lighted championship fields.

The City is home to multiple art, performing art, and concert venues including the historic California Theater, Sturges Center for the Arts, Roosevelt Bowl, National Orange Show Events Center, Glen Helen and the Garcia Center for the Arts. The City’s historic California Theater, which opened its doors in 1928, hosts Broadway plays and musicals that light up the stage each year. The theater is also the home of the San Bernardino Symphony Orchestra. Today, the Orchestra, is one of the oldest and most prestigious in the region.

CITY GOVERNMENT

In 2016, the citizens voted to change the City Charter, choosing to be governed by a Council-Manager form of government. Today, the governance structure is comprised of an at-large elected Mayor and seven Council Members elected by constituents in a specific ward. Each elected official serves a four-year term. The Mayor and Council appoints the City Manager, who serves as the Chief Executive Officer overseeing all departments, including Community and Economic Development, Finance, Human Resources, Information Technology, Parks, Recreation & Community Service, Police, and Public Works Departments. The City’s FY 2020/21 General Fund budget is $179.1 million with a Capital Improvement Program investment of $185 million and it employs 570 full-time employees. Fire Services are provided through a contract with the County Fire Protection District. The City also operates a Water Department and Library which, by charter, is governed by a separate oversight Board.
THE POSITION

Director of Parks, Recreation and Community Services is responsible for managing, directing and integrating the functions, programs and activities of the Parks, Recreation and Community Services department which provides broad, comprehensive City-wide parks, recreation, leisure and community services programs, activities and special events. The incumbent provides advice and strategic leadership to the City Manager and City Council and to other department directors on the development of short and long-term plans to meet service delivery objectives in a manner consistent with the City’s financial resources. Responsibilities are broad in scope and involve highly sensitive and publicly visible projects that require a high degree of policy, program and administrative discretion in their execution.

Essential functions may include, but are not limited to, the following:

• Plans, organizes, controls, manages and evaluates the work of the Parks, Recreation and Community Services department; with subordinate managers and supervisors, participates in establishing operational plans and initiatives to meet department goals and objectives; implements departmental plans, work programs, processes, procedures and policies required to achieve overall department performance results; coordinates and integrates department functions and responsibilities to achieve optimal efficiency and effectiveness; participates in developing and monitoring performance against the annual departmental budget.

• Participates with the City Manager, elected officials and other managers in establishing strategic plans for the City; sets overall management and policy goals and objectives for a department within the framework of City Manager and City Council policies and mandates; coordinates department programs.

• Through subordinate managers, directs and oversees the development, management and administration of recreational programs and other leisure services and special events for groups of all ages and interests; directs a wide range of programs including sports leagues, classes, camps, children and teen programs; oversees the advertising and promotion of recreation and community service programs and events; directs the acceptance of fees for use of department facilities and spaces and for classes, programs, tours and events, in conformance with City policy.

• Directs and oversees the programs and operations of Community and Senior Citizens Centers; oversees programs and services for the City’s senior community; directs and oversees the delivery of grant-funded childcare services.

IDEAL CANDIDATE

The ideal candidate is a highly motivated individual who has not only the experience and knowledge to build a fully functioning recreation and community services program, but also the energy to implement those plans. Despite previous challenges, recent restoration of funds lays groundwork for the candidate to not only showcase their new ideas, but also creates the opportunity to reinvent the department. The Director of Parks, Recreation and Community Services will be well-versed and will engage the community via social media and other traditional marketing programs. They will also be very cognizant of the community needs and will provide programs and services specifically tailored to these areas.

The Director of Parks, Recreation and Community Services must have excellent oral and written communication skills. The ideal candidate must be personable and politically savvy and be able to communicate effectively with many constituencies. Additionally, the successful candidate will be a diplomatic yet strong leader. They must have the ability to develop relationships with all departments within the city to maximize the opportunity for success.

REQUIREMENTS

• A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in recreation administration, public administration or a closely related field.

• At least ten years of progressively responsible parks and recreation management experience, at least five of which were in a management capacity; or an equivalent combination of training and experience.
SALARY AND BENEFITS

The salary for the Director of Parks, Recreation & Community Services is $143,244.00 - $174,108.00 Annually, dependent upon qualifications and experience. The City also offers an attractive benefits package that includes:

- **Health Insurance** - You are eligible to receive a City contribution of $1,125.00 (Employee Only) or $1,250.00 (Employee + Family) to help offset health, dental and vision premiums. Eligible employees who waive all medical, dental, vision, supplemental life, and supplemental AD&D benefits will receive an annual “Health Insurance Waiver Stipend” of up to $3,000.

- **Sick/Vacation Leave** - After three (3) months of continuous service, you will be granted sick leave at ninety-six (96) hours per year. After six (6) months of continuous service, you will receive eighteen (18) hours of holiday account time. After twelve (12) months of continuous service, you will have a bank of eighty (80) hours of vacation leave.

- **Auto Allowance** - An auto allowance of up to $725.00 per month.

- **Cell Phone** - A designated City issued business cell phone.

- **Reimbursement Allowance** - A reimbursement allowance of up to $50.00 per month to cover work related employee events.

- **Retirement for Current Members** - For employees hired after 1/1/2013 who are current members of California Public Employees’ Retirement System (CalPERS) or a reciprocal agency as of 12/31/12 and have not been separated from service from such agency for six months or more, the retirement benefit shall be 2% @ 55; highest single year of compensation.

- **Retirement for New Members** - For employees hired 1/1/2013 or later and who are not a member of the California Public Employees’ Retirement System (CalPERS) or a reciprocal agency as of 12/31/12, or those who have been separated from a public agency which contracts with CalPERS or a reciprocal agency for six months or more, the retirement benefit shall be 2% @ 62; 3 year final compensation. New members will be obligated to pay 50% of the “normal cost” of their retirement benefits as required by State law.

APPLICATION AND SELECTION PROCESS

First Review Date | October 15th

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume electronically to: 

bob@bobhallandassociates.com

Please contact Bob Hall at (714) 309-9104 if you have any questions regarding this position or the recruitment process.