City of San José, California
Department of Parks, Recreation & Neighborhood Services
Is Seeking Two Division Managers
Recreation and Community Services Division
and
Parks Division
THE COMMUNITY
San José California is a unique place, playing a vital economic and cultural role within North America. San José is fortunate to be the largest and most urban city within Silicon Valley, known for the nation’s largest number of leading innovation companies. San José is also home to an energetic, talented and diverse population. Located roughly 50 miles south of San Francisco and 30 miles east of Pacific Coast beaches, the City is in a valley surrounded by the Diablo and Santa Cruz mountain ranges and enjoys an average of 300 days of sunshine a year.

San José’s quality of life is unsurpassed. Those living and working in San José have access to the City’s many attractions, cultural and performing arts, and recreational opportunities. A year-round calendar of festivals and celebrations supports the community spirit. Nearby open space provides easy access to mountain parks, trails, lakes, and streams. San José has received accolades for its living and working climate from publications including Business Week and Money Magazine, as well as other national media. Recently, Sperling’s Best Places rated San Jose #1 as the healthiest city in America. The downtown area is home to modern high-rise housing, renovated theaters, and cultural attractions. Nightlife options include ballet, opera, symphony, live theater, nightclubs, and restaurants; and inquiring minds are served at the Tech Museum of Innovation, the Museum of Art, and the Children’s Discovery Museum.

Nineteen public school districts and over 300 private and parochial schools provide residents with a range of educational choices; innovative programs in local school districts include a nationally acclaimed performing arts magnet, as well as concentrations in math and science, international studies, and more. San Jose State University is the leading engineering and business school supporting Silicon Valley. Other nearby universities includes Santa Clara University, Stanford University, and three University of California campuses.

CITY GOVERNMENT
The City of San José is a full-service Charter City and operates under a Council-Manager form of government. Ten full-time Council Members are elected by District on a non-partisan basis and serve overlapping four-year terms with a two-term limit. The Mayor is also a member of the City Council but is independently elected at-large and serves up to two four-year terms. City operations are supported by approximately 6,000 positions and a total budget of $3.2 billion for the current 2015-16 fiscal year.

To learn more go to: www.sanjoseca.gov

THE DEPARTMENT
The Department of Parks, Recreation and Neighborhood Services (PRNS) has an annual total budget of $67 million and is supported by $60 FTE. PRNS consists of two major functional divisions: Recreation and Community Services and Parks. Strategic support is provided by Budget and Fiscal Management Services; Network and Computer Services; Park

Planning and Development; Marketing and Public Information; and, Contracting Services. PRNS has one of the most diverse service models of any agency of its type. The recreation, social services and outdoor spaces serve not only San José’s million plus residents, but individuals from surrounding cities and communities as well.

MISSION
To build healthy communities through people, parks and programs

Guiding Principles
Accessibility • Inclusivity • Affordability • Equity • Diversity • Sustainability • Flexibility

DIVISION MANAGERS
PRNS is currently seeking two Division Managers to join its executive team and lead the Recreation and Community Services and Parks Divisions. The Division Managers will provide leadership and strategic planning for the divisions and play a critical role in both leading these two divisions to financial sustainability efforts and in furthering the department’s vision of becoming a national leader of Parks and Recreation in cultivating healthy communities through quality programs and dynamic public spaces.

Recreation and Community Services Division (RCS)
RCS is supported by 195 FTE and an operating budget of approximately $25 million along with various other sources including capital, grants, revenue generation and other special funds. Services and programs are delivered through its ten Hub Community Centers, Grace and Bascom Community Centers as well as through reuse sites which are operated in partnership with nonprofit organizations. Services include preschool; youth and adult based programming; school and after-school education and recreation based programming; sports leagues and classes; services for older adults including senior nutrition, fee based programs; fitness programs; aquatics programs; and, summer camps.

Reporting to the Deputy Director of RCS, the Division Manager is directly responsible for the strategic planning of RCS program development, service delivery and financial sustainability. The position oversees all day-to-day operations of the division, including budget and policy recommendations and the Division responsibilities of the Deputy Director in their absence. The Division Manager is also responsible for providing leadership in advancing division and/or department-wide initiatives.

The Division Manager leads a team of Recreation Superintendents, Analysts and Recreation Supervisors in daily operations, coordinates a department-wide financial sustainability effort and seeks and/or develops innovative strategies for program growth and enhancement.
Parks Division

Parks is supported by 299 FTE and an operating budget of approximately $39 million along with various other sources including capital, grants, revenue generation and other special funds. Services and programs are delivered through its 187 neighborhood parks, nine regional parks and 57 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 trends and influences. Builds a shared vision with others and influences others to translate vision and values. Understand how an organization must change in light of internal and external environment, allowing others to learn from mistakes; provides motivational supports and direction.

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
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The RSC and Parks Division Managers lead a diverse portfolio of programs ranging from recreation programming to landscaping and maintenance activities and management of park rangers. Ideal candidates must be passionate, participative servant leaders committed to the ideal that the Parks, Recreation and Neighborhood Services Department and City organization can create significant opportunities to improve the quality of life of San Jose’s residents. Successful candidates will be 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. Consume team-players and collaborators who possesses a healthy sense of humor and an optimistic attitude will complement the Department’s energetic and dedicated executive team and will flourish in this role.

Required Job 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, contacts, 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:
• Bachelor’s Degree in a closely related field.
• Six 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 approved annual salary range for these at-will positions is $93,231 - $142,397. The actual salary will depend on the qualifications and experience of the individuals selected. The City provides an array of benefits including:

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

Health Insurance – The City contributes 85% towards the premium for the lowest cost 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. Sick Leave is accrued at the rate of 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.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date is Monday, May 23, 2016. 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:

Pam Derby
CPS HR Consulting
Phone: (916) 263-1401
Fax: (916) 561-7205
Email: resumes@cpshr.us
Web-site: www.cpshr.us

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which the most qualified candidates will be referred for interviews with the City. The City anticipates making an appointment to the position following final interviews and the completion of comprehensive reference and background checks to be coordinated with the successful candidates.