

PLEASANT HILL RECREATION & PARK DISTRICT

Located in Contra Costa County, 25 miles northeast of San Francisco and 65 miles southwest of Sacramento, the Pleasant Hill Recreation & Park District ("District") was established in 1951 by citizens who desired recreational opportunities and park facilities in their community. The District is governed by the Public Resources Code of the State of California and operates as a Special District, an independent governmental agency separate from the City of Pleasant Hill. The District is governed by a five member Board of Directors that establishes policy for the District. Board members are elected at large and serve four-year staggered terms.

DISTRICT MISSION

In order to serve the diverse recreational needs of individuals and families and to enrich the quality of life for all residents, the Pleasant Hill Recreation & Park District is committed to providing park facilities, open space, programs and activities.



APPLICATION & SELECTION PROCEDURE

The final filing deadline is
Friday, June 2, 2017

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 an interview with the District on
Thursday, June 15, 2017.

Compensation & Benefits online at
pleasanthillrec.com

To be considered for this opportunity, please electronically submit a resume, cover letter, District application and supplemental questionnaire to:

**Michelle Lacy,
General Manager**

mlacy@pleasanthillrec.com

Tel: 925/771-7618

PLEASANT HILL RECREATION & PARK DISTRICT

RECREATION SUPERINTENDENT

The role of Pleasant Hill Recreation & Park District Recreation Superintendent is a unique opportunity for a proactive leader to provide exciting recreational programs and manage beautiful facilities.



Recreation Superintendent

The Recreation Superintendent will report directly to the General Manager, Michelle Lacy and is responsible to oversee the mission of the District within the recreation department to serve the diverse recreational needs of individuals and families, and to enrich the quality of life for all residents by providing park facilities, open space recreation programs, and activities for all ages.



The Ideal Candidate

The ideal candidate will be visible, approachable and a professional leader who encourages collaboration and possesses the ability to forge strong working relationships and creative partnerships with internal and external stakeholders alike. Model candidates will be well versed in the management of a recreation department including program planning, finance, personnel, and facilities operations. Highly qualified candidates will be able to effectively manage within a public agency environment with numerous governmental policies and practices. Successful candidates also will possess the ability to lead the department through positive change. A healthy sense of humor and an optimistic attitude will complement the District's energetic and dedicated team.

Essential Duties

Identifies community needs by surveying citizens and civic groups; develops and evaluates options; and coordinates with various agencies and organizations to establish services; determines costs; recommends programs and services after analyzing trends, consumer preferences and demographics.

Manage all recreation supervisory staff by recruiting, selecting and training employees; evaluating job results and counseling or disciplining when necessary to achieve goals and objectives.

Manage recreation department financial goals by preparing PHRPD Recreation annual budget; approving expenditures; performing ongoing review and analysis of actual results and initiating corrective actions as necessary to best meet financial goals; applying for grants; organizing fund-raising projects and events.

Ensures the operation of program and facilities by sorting and delivering information to staff: identifying short and long term issues that must be addressed; providing information and commentary pertinent to deliberations, recommending options and courses of action and implementing directives.

Ensures safe operation of the recreation department equipment and facilities by directing preventative maintenance program; arranging for repairs and restoration; maintaining adequate equipment inventories to meet project needs; solicit and obtain bids for construction and purchase of capital equipment; developing and enforcing safety procedures, rules and regulations to ensure safe facilities and equipment; provides safety training as needed for employees and volunteers; participates in District risk management program.

Resolves discrepancies and conflicts by collecting and analyzing data, answering questions, responding to requests, identifying and evaluating options and choosing course of action.

Supports the General Manager and Board of Directors by participating as a member of the District's management team, reporting on the status of recreation programs and facilities; developing and evaluating options and recommending courses of action; preparing reports by collecting, analyzing, and summarizing information trends; answering questions and providing information to keep members informed.

Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks and participating in professional societies.

Contributes to a team effort by accomplishing related results as needed.

Education/Experience

Bachelor's degree (B.A.) from four-year college or university in Recreation, Gerontology, Public Administration, or related fields and five years experience and/or training; or equivalent combination of education and experience.