



CITY OF FRESNO, CA

DIRECTOR OF PARKS, AFTER SCHOOL, RECREATION AND COMMUNITY SERVICES

THE COMMUNITY

The City of Fresno, CA is located in the heart of the state in the fertile San Joaquin Valley. From the agricultural fields on the valley floor to the snow-capped peaks of the Sierra Nevada mountain range, the Fresno area offers something for everyone. With a population of approximately 520,000 residents, Fresno is the fifth-largest city in California and serves as the financial, industrial, trade, and commercial capital of the central San Joaquin Valley.

It is easy to travel from Fresno to other major metropolitan areas in California; the City is located approximately four hours north of the Los Angeles basin and three hours south of the San Francisco Bay Area. Residents and visitors enjoy Fresno's proximity to the Yosemite, Kings Canyon, and Sequoia National Parks and other sites of natural beauty, such as the majestic Sierra Nevada Mountains and the Pacific Ocean. The Mediterranean climate in Fresno allows year-round recreational activities including sailing, snow and water skiing, fishing, backpacking, and golfing.

An added benefit of living in Fresno is the excellent housing that is available at price levels that are considerably lower than California's other large metropolitan areas. The current median home price in Fresno is approximately \$210,000. The Fresno area offers four large school districts (Fresno Unified, Central Unified, Sanger Unified and Clovis Unified school districts), and a variety of private institutions offer excellent ongoing educational and enrichment opportunities. The community is the home of California State University Fresno, as well as a number of other colleges and universities.

Many consider Fresno to be a community of the perfect size, offering the best of urban amenities and opportunities along with the unique charms and easy living of a smaller town. Residents enjoy a wide variety of social, cultural, athletic, educational and recreational activities in an affordable and clean living environment.

THE ORGANIZATION

Fresno is a full-service charter city operating under a strong mayor form of government. There are seven Council Members, and the Council appoints the City Attorney and the City Clerk. The Mayor is elected at-large and does not serve on the Council but has veto power over certain actions taken

by Council Members. The City Manager, who is appointed by the Mayor, is responsible for appointing all other department heads in the City, including those for Airports, Development and Resource Management, Finance, Fire, Information Services, Parks and Recreation, Personnel Services, Police, Public Utilities, Public Works and Transportation.

THE DEPARTMENT

The Parks, After School, Recreation and Community Services (PARCS) Department is comprised of four main divisions: Administration, Recreation, Community Services, and Planned Maintenance. Planned Maintenance provides maintenance and irrigation of over 80 parks and community centers ensuring a safe, clean, active environment. The Recreation and Community Services Divisions continue to build partnerships and provide services targeted at keeping children and teens safe through positive, life-changing leisure pursuits. The “SPARK” Program provides a supervised venue for over 3,000 children at 30 school sites where they learn and develop a healthy productive lifestyle through recreation. In addition, the Youth Job Preparation Program (YJPP) operates at eleven high schools in FY 2017. Recreation activities are available to residents of all ages to experience a variety of programs such as Senior Hot Meals, Summer Aquatics, Sports and Neighborhood Recreation. Examples of the various sports programs that are offered throughout the community for youth and adults include bitty baseball, karate, youth basketball, soccer, and aquatics. The Adult Sport Program is a year-round fee-based men’s and women’s organized sports league offered to residents. Leagues include baseball, softball, flag football and soccer.

PARCS maintains a capital improvement schedule that identifies, categorizes and prioritizes the various needs in the 82 City parks. One of the priorities of this schedule is the development of additional green space and amenities throughout neighborhoods as well as the rehabilitation and improvement of existing parks. In addition, the Park Master Plan which is currently being updated is expected to be completed by December 2017. It is expected that the final document will identify the gaps in standards and practices as well as the resources necessary to properly manage the park system.

In summary the PARCS Department is dedicated to creating a better community through people, parks, and programs.

PARCS has a staff of 74 employees and a FY 2018 proposed budget of \$22,165,800.

THE POSITION

The Director of PARCS exercises considerable judgment and discretion in the administration and direction of the department and its operations. The Director is responsible for the development and implementation of policies and procedures relating to the operation, maintenance, and development of various parks, after school, recreation, and community services. This is an unclassified position in which the incumbent serves at the will of the City Manager.

In addition, the Director acts as technical advisor to the City Manager and City Council and attends meetings of the City Council, boards, commissions, and committees relevant to parks, after school, recreation and community services. The Director is responsible for the preparation and administration of the Department’s annual operating and capital budgets and works with the City Manager regarding current and anticipated City and departmental needs, prioritization of those

needs, and the feasibility of alternative approaches to meeting them. The Director is expected to coordinate activities with other departments within the City of Fresno, as well as division sections and outside agencies.

THE IDEAL CANDIDATE

Fresno is seeking a strong leader who can provide a long-range vision for the PARCS department's finances and strategic planning. An entrepreneurial-minded individual with a capacity for independent, innovative thinking would do well in this position, as would someone with experience in leading and implementing capital projects. The ideal candidate will have a record of straightforward and open communication and a willingness to make effective decisions within the parameters of the position, as well as the ability to act calmly and quickly in emergency situations or under adverse conditions.

The City Manager is seeking a Director of PARCS to serve as a key member of the City's executive management team, recognizing this position as one of many departments that work together to support the Mayor and Council's vision for the City of Fresno. A candidate must have excellent abilities to collaborate and partner with other City departments, outside agencies and community organizations and have a track record of successfully building relationships with key stakeholders in a community and in order to effectively articulate the City's vision for green space, recreational and after-school programs. The Director must have excellent written and verbal communication skills and the ability to prepare clear, concise, and comprehensive reports, records, and other written materials for a variety of audiences.

Candidates for this position should have demonstrated knowledge of the day-to-day operations, maintenance, and development of various parks, after school, recreation, and community services, experience in initiating and implementing a comprehensive recreation program in cooperation with, and utilizing the facilities of, school districts, flood control districts, and other public agencies.

A background that includes a Bachelor's Degree from an accredited college or university with major course work in recreation, landscape architecture, forestry, public administration, physical education or related field, and five years of professional supervisory and administrative experience in a public park, recreation and/or diversified community based service program is required. Possession of a valid California Driver's License is required at time of appointment.

COMPENSATION AND BENEFITS

The salary range for the Director of Parks, After School, Recreation and Community Services is dependent upon qualifications, up to \$183,900. The City also offers an excellent benefits package that is currently under evaluation and includes:

Retirement: Fresno City Retirement System; reciprocity with other public California systems. The City's pension funds are among the best funded public systems in California. The City does not participate in Social Security.

Health Insurance: City contributes toward the current monthly premium for medical, dental, and vision for employee and dependents.

Administrative Leave: 60 hours per fiscal year.

Annual Leave: 20 days per year of annual leave with cash out provision upon separation from the City.

Holidays: Ten (10) City-observed holidays annually, plus birthday and one (1) personal day per year.

Auto Allowance: \$300/month.

Deferred Compensation: 457 plan available.

Flexible Spending Account: IRS 125 plan for health/dependent care.

Life Insurance: Equal to annual salary, up to \$150,000, premium paid by City.

Long-Term Disability: City pays premium for 66.66% of monthly salary up to \$7,500 per month after 30 days.

Additional information regarding the City of Fresno is available at www.fresno.gov.

Recruitment Brochure is available at:

[https://www.fresno.gov/personnel/wp-content/uploads/sites/12/2016/10/Dir PARCS Website Job-Bulletin.pdf](https://www.fresno.gov/personnel/wp-content/uploads/sites/12/2016/10/Dir_PARCS_Website_Job-Bulletin.pdf)

APPLICATION PROCESS

If you are interested in this outstanding opportunity, please submit a letter of interest, your resume and five references to:

Jeff Cardell, Personnel Services Director
City of Fresno
Personnel Services
2600 Fresno Street, Room 1030
Fresno, California 93721

Filing Deadline: July 21, 2017

A select group of candidates will be invited to interview for this excellent opportunity.