

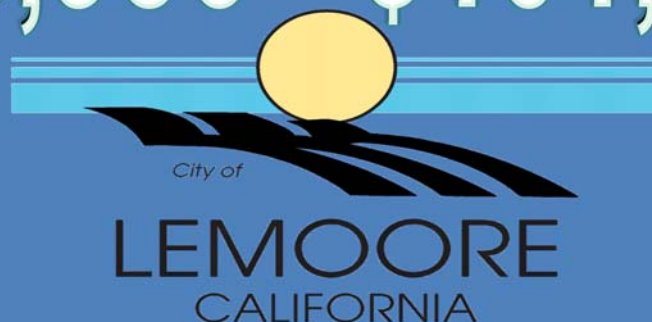
# *City of Lemoore*

*Invites your interest for the position of*

# Parks and Recreation Director



**\$78,936 - \$101,340**



## THE COMMUNITY

Lemoore is a growing community with approximately 26,000 residents and is located in the heart of the San Joaquin Valley, equidistant between San Francisco and Los Angeles. Home to Lemoore Naval Air Station, which is the Navy's newest, largest, and only west coast master jet base, serves as a home for all Navy F/A-18 Hornet and Super Hornet aircraft and the brand new F-35C squadron on the west coast. The base supports the U.S. Pacific Fleet.

Lemoore prides itself on its safe, friendly, small-town environment, active volunteerism, numerous community events, a volunteer fire department, and high-quality education. Lemoore is also home to West Hills College at Lemoore.

Yosemite, Sequoia and Kings Canyon National Parks, as well as the scenic Central Coast, are all within a two-hour drive.

## CITY ORGANIZATION

The City of Lemoore is a financially stable charter city operating under the Council-Manager form of government with four Council Members and a Council-elected Mayor. The Council appointed City Manager is responsible for executing policy enacted by the Council, overseeing administration of the full-service City and the City budget.

Lemoore has 125 full-time equivalent employees and a Volunteer Fire Department with 35 active firefighters. The 2017 fiscal year total budget is \$16 million with a general fund reserve of \$4.5 million. Enterprise funds include wastewater, water, refuse, and golf course. City departments include the City Manager, City Clerk, Public Works, Finance, Parks and Recreation, Community Development, Police, and Volunteer Fire.

### *Mission:*

We are a proud & progressive organization committed to vibrancy, safety and professionalism.

## THE POSITION

The Parks and Recreation Director serves as a key member of the City's Leadership Team and works within the broad operational and policy framework provided by the City Manager. The Director will encourage professional development of staff, provide direction, and management for the Parks and Recreation Department.

Primary responsibilities include oversight of Parks and Recreation, including the Lemoore Golf Course, serve as the liaison to numerous regional organizations, civic and service organizations, and the opportunity to develop community programs.

The Parks and Recreation Director should be able to encourage collaboration and play a critical role in the development of a high performing team, within the department and as part of the Executive Team. It will be important for the new Director to focus on responsiveness, accountability, transparency, while demonstrating superior public sector management skills.

The Parks and Recreation Director has a team of professional staff, including two Recreation Coordinators, one Recreation Specialist, and numerous part time recreation staff.

### *Vision:*

Lemoore—the model city for service excellence.



## EXPERIENCE AND TRAINING

**A**ny combination of education and experience that will provide the required knowledge and abilities is qualifying. Typical education and/or experience would be:

**Experience:** Six years of increasingly responsible recreation administration, project management, municipal recreation, leisure, senior services, and event planning, including at least three years of management and administrative responsibility.

**And/Or**

**Training:** Equivalent to a Bachelors degree from an accredited college or university with major coursework in recreation, business administration or a related field.

## BENEFITS

The City of Lemoore offers a competitive benefit package that includes:

- ◆ Premiums for comprehensive medical and dental plans are split with 30% paid by the employee and 70% paid by the City.
- ◆ 12 paid holidays and 12 sick leave days are granted per year, in addition to 2 floating holidays.
- ◆ Newly appointed employees earn up to 11 vacation days per year for the first 2 years; 13 days after 2 years; 15 days after 4 years 18 days after 9 years; and 19 days after 14 years.
- ◆ The City offers tuition reimbursement up to \$1,500 per year for lower division and \$3,000 per year for upper division units to management employees.
- ◆ Management employees participate in the CalPERS 2% at 55 retirement program, with employee contributions paid by the City for classic CalPERS members, and 2% @ 62 without City-paid employee share for those new to the California Public Employee Retirement System.
- ◆ City employees participate in the State Disability Insurance Program at the City's expense.
- ◆ The City contributes 4% of salary for management positions into deferred compensation, with an additional 2% available when matched by employee contributions.

- ◆ Housing assistance up to \$15,000 in the form of a forgivable loan.
- ◆ 40 hours of Management leave.

## APPLICATION AND SELECTION

**T**o be considered for this exceptional career opportunity, submit your résumé and cover letter to the Human Resources by:

**4:00 p.m., Monday, October 16, 2017**

Applicants will be screened by criteria described in this brochure. Applicants who match the needs of the City of Lemoore will be invited to participate in a selection process.

The City will select candidates to be invited to participate in an interview process in Lemoore within weeks of the closing date. An offer of appointment is expected shortly thereafter following extensive reference and background checks.

**Submit materials via fax, email, or by mail.**

**Tel:** 559-924-6700 • **Fax:** 559-924-9003

**E-mail:** [humanresources@lemoore.com](mailto:humanresources@lemoore.com)

**Website:** [www.lemoore.com](http://www.lemoore.com)

### Human Resources Office

711 W. Cinnamon Drive

Lemoore, CA 93245

*2015-2020*

### *Strategic Initiatives:*

- Safe & Vibrant Community
- Growing & Dynamic Economy
- Fiscally Sound Government
- Operational Excellence
- Community & Neighborhood Livability

**PARKS AND RECREATION DIRECTOR**

**DEFINITION**

To plan, direct, manage and oversee the activities and operations of the Parks and Recreation Department including the maintenance and scheduling of parks activities, use of the Civic Auditorium, youth and adult sports programs and various cultural activities; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction from the City Manager.

Exercises direct supervision over supervisory staff involved in Park Maintenance and Recreation Programs.

**ESSENTIAL FUNCTION STATEMENTS**--*Essential responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

1. Assume full management responsibility for all department services and activities including the maintenance of parks and Lighting and Landscape Maintenance Districts, public buildings maintenance, scheduling of parks activities, Civic Auditorium use, youth and adult sports programs and various cultural activities; recommend and administer policies and procedures.
2. Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level staff, the Park and Recreation Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
5. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Oversee the rental of the Civic Auditorium and use of City parks by the community; ensure sufficient staffing is available during events.

7. Review and evaluate the status of recreation programs, condition of recreation facilities and equipment and the maintenance of these facilities; recommend maintenance needs and improvements.
8. Provide information to community groups and the public regarding recreation programs and activities; assist organizations in taking advantage of programs offered.
9. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
10. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
11. Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
12. Represent the Parks and Recreation Department to other departments, elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
13. Provide staff assistance to the City Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
14. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation programs.
15. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
16. Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of parkland maintenance  
 Operations, services and activities of a comprehensive community recreation program.  
 Principles and practices of recreation planning.  
 Methods and techniques of renting City facilities for community use.  
 Principles and practices of program development and administration.  
 Principles and practices of municipal budget preparation and administration.  
 Principles of supervision, training and performance evaluation.  
 Pertinent Federal, State and local laws, codes and regulations.

### **Ability to:**

Manage and direct comprehensive parks and recreation program.

Develop and administer departmental goals, objectives and procedures.  
Analyze and assess programs, policies and operational needs and make appropriate adjustments.  
Identify and respond to sensitive community and organizational issues, concerns and needs.  
Plan, organize, direct and coordinate the work of lower level staff  
Delegate authority and responsibility.  
Select, supervise, train and evaluate staff.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Research, analyze and evaluate new service delivery methods and techniques.  
Develop and implement a recreation program that suits the needs of the community.  
Coordinate the rental of City facilities.  
Coordinate various recreation programs and activities.  
Prepare clear and concise administrative and financial reports.  
Prepare and administer large and complex budgets.  
Interpret and apply applicable Federal, State and local policies, laws and regulations.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.  
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

### **Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Experience:**

Six years of increasingly responsible recreation administration experience including at least three years of management and administrative responsibility.

#### **Training:**

Equivalent to a Bachelors degree from an accredited college or university with major course work in recreation, business administration or a related field.