



DIRECTOR OF RECREATION & COMMUNITY SERVICES

\$6,705 - \$9,052 per month DOQ

Plus excellent benefits (i.e., NO EE contribution for PERS or Health at Kaiser Family Rate)

Apply by 5 p.m. on Monday November 2, 2015

APPLICATION/SELECTION PROCEDURE

Applications may be obtained from the City of Suisun City, 701 Civic Center Blvd., Suisun City, CA 94585, or at www.suisun.com, or 707-421-7300. Resumes will not be accepted in lieu of the City's official application form, but should accompany the application. All applications and resumes will be reviewed to select those applicants whose qualifications appear to most closely match the requirements of the position. A limited number of qualified applicants may be invited to participate in the subsequent phase(s) of the recruitment process which may include one or more of the following: written examination, performance examination, assessment exercises, oral interviews, and complete background checks. Meeting the minimum qualifications does not guarantee advancement in the selection process.

THE POSITION

The City Council, in the current budget, authorized staff to fill this key, service-oriented position on a full-time basis. This provides a unique opportunity for the new Director to have a positive impact internally and externally.

As a result of the recession and dissolution of redevelopment, this position has been filled on a part-time basis for nearly five years due to budget constraints. Most Department staff members serve in part-time positions with a fair amount of longevity; employees care about the services they provide to the community, though recognize the fiscal constraints they have worked under for many years.

Organizationally, the Recreation & Community Services Director oversees and directs a wide variety of services, and serves as a member of the City's Executive Management Team providing advice and counsel to the City Manager regarding strategic policy and problem-solving issues related to this Department and the City as a whole.

The ideal candidate will be an innovative, inspiring, and energetic leader and team player with a successful track record in all aspects of Recreation & Community Services programming and management including program development and delivery, budget, human resources, contract management, PR and marketing.

The Department is staffed with 5 full-time and 17 part-time employees with a \$ 1.8 million budget. Service areas include: recreation programs, special events, Senior Center, preschool, grant-funded afterschool programs, Suisun City Marina, Community Center operations and management, and park and facility rentals. The position also serves as a liaison with outside organizations in the performance of assigned duties, including the Fairfield-Suisun Unified School District, The Solano County Office of Education, The Salvation Army Kroc Center and downtown business association, among others.

IDEAL CANDIDATE - ESSENTIAL JOB FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assumes full responsibility for all Recreation & Community Services Department services and activities providing leisure and educational activities for the City.
- Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; makes organizational and operational modifications if warranted; allocates resources accordingly.

- Plans, directs, and coordinates through subordinate level staff, the Department work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems; and holds subordinate staff accountable.
- Selects, trains, motivates, and evaluates assigned personnel, including departmental staff and program contractors; provides or coordinates staff training and development; works with employees to correct deficiencies; and implements discipline and termination procedures.
- Oversees and participates in the development and administration of department budget; forecasts funds needed for staffing, equipment, materials, and supplies; and approves expenditures and budgetary adjustments.
- Oversees the operations of and programming for key community facilities, including the Joseph A. Nelson Community Center, the Senior Center and the Suisun City Marina.
- Coordinates and negotiates contracts with other agencies for programs and use of facilities, including key management of the Alcohol, Tobacco and Other Drugs (ATOD) Program and the grant-funded afterschool program operated on local school campuses.
- Provides staff assistance to the City Manager; prepares and presents staff reports and other necessary correspondence; represents the Recreation & Community Services Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies.

QUALIFICATIONS

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in recreation administration, business administration, public administration, or a closely related field. A Master's Degree is highly desirable.

Experience:

Seven years of increasingly responsible experience in community services programs, including three years of experience managing and supervising a comprehensive community services, recreation and / or human services program. Experience performing administrative or generalist work also acceptable.

License or Certificate:

Possession of an appropriate driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions outlined in the class specifications for Recreation and Community Services Director are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

BENEFITS

The benefit package includes: Public Employees Retirement System (PERS) of 2% @ 55 for Classic Employees (fully paid by City, including EPMC), or 2% @ 62 for new employees subject to the California Public Employees' Pension Reform Act of 2013; individual selection of medical, vision and dental insurance options up to a set dollar amount; and employee life insurance. The City pays for medical coverage up to current Kaiser Permanente Family rate. Employees covered by another insurance plan may be eligible for a cash payment up to \$473 per month in lieu of enrolling in the City's health plans. The City has an IRS Section 125 benefits plan for dependent care and healthcare reimbursement accounts. Suisun City does not participate in the Social Security System. In accordance with federal law, the City is required to withhold for Medicare.

Leave benefits include: Employees currently receive 80 hours paid vacation per year for the first five years of service, 120 hours after 5 years, 144 hours after 10 years, 160 hours after 15 years, and 184 hours after 19 years; as well as 96 hours of sick leave, 80 hours executive leave, and 13 paid holidays per year.

This position is an "at-will," unrepresented executive management position.

COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (ADA): With prior notice to the Personnel Department regarding testing or job performance modifications, the City will make reasonable accommodations for qualified applicants and employees with disabilities. Disabled individuals requiring accommodation during the application/hiring process should notify the personnel office.

IMMIGRATION REFORM & CONTROL ACT: In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United States Citizenship or authorization to work in the United States.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

The City of Suisun City is an Equal Opportunity Employer