

Community Services Director

CITY OF SAN BRUNO



THE OPPORTUNITY

As a key member of the City Manager's executive team, the Community Services Director is an at-will position that reports directly to the City Manager and is responsible for the day-to-day management and operations of the department including managing a \$10 million budget.

The position oversees 27 full-time staff members, including support from two Community Services Superintendents, and provides staff support to the Parks and Recreation Commission, Culture and Arts Commission, and Senior Advisory Board.

In addition to leading a department with a diverse program of services, the new Director will have the opportunity to play a key role in overseeing the completion of and programming for the City's new state-of-the-art \$50 million Recreation and Aquatics Center, funded by the San Bruno Community Foundation. Other exciting projects include the construction of two new parks in the community.

The divisions of Recreation, Parks, Senior Center, and Library deliver programs, services, special events, and maintenance that benefit the health and well-being of the San Bruno community.



KEY PRIORITIES

- Oversee the construction of and programming direction for the new Recreation and Aquatics Center.
- Provide an overall vision for park planning and maintenance to enhance City parks and encourage neighborhood involvement and support.
- Enhance recreational program offerings and continue to form strategic partnerships to serve a diverse and growing community.
- Empower, mentor and develop new and current employees to support individual professional development for the next generation of parks and recreation leaders.



THE CITY

Located 12 miles south of San Francisco, the City of San Bruno is an ethnically and culturally diverse city with approximately 42,000 residents. The City maintains a small-town atmosphere and employs its own Police, Fire, Community Services, Public Works, Community Development, and Administration departments. Vast cultural, educational and recreational opportunities include museums, galleries, theaters, professional sports teams, as well as Stanford University, UC Berkeley, University of San Francisco, and San Francisco State University, all of which are easy to reach with public transportation including nearby BART and Caltrain stations.

IDEAL CANDIDATE

The ideal Community Services Director is a collaborative, energetic and enthusiastic professional who has a passion and commitment for providing outstanding recreation, parks, and library programs, services, and amenities for the community. Competitive individuals will bring entrepreneurial and innovative ideas to the Department.

Candidates should possess a proven track record of developing and empowering subordinate personnel, improving organizations through strong hands-on leadership and management skills, and developing innovative ideas and programs to meet community needs and interests. The ability to develop partnerships with other public and private organizations to foster the growth of the City's new Recreation and Aquatics Center is desirable.

Successful candidates must be comfortable working with a variety of citizens, program partners, funders, department peers and customers of the City's robust community services programs. Additionally, the candidate should be a strong advocate for data-driven programming that meet the needs of the community and an articulate spokesperson in building support for community services.

The Community Services Director must be community-centered and engaging with an outgoing personality and ability to interact with both internal and external stakeholders. Candidates should possess strong leadership presence, interpersonal skills, and experience in communication and presentation.

MINIMUM QUALIFICATIONS & EXPERIENCE

A bachelor's degree in recreation administration, library studies, public administration, or related field is highly desirable. A master's degree is preferred. A minimum of six (6) years of progressively responsible experience in community services, recreation, or program development and implementation including at least two (2) years of supervisory responsibility. Candidates with strong recreation and parks background are preferred.

COMPENSATION & BENEFITS

The current salary range for this position is \$169,608 - \$208,128 annually. The City also provides an excellent benefits package, including:

- CalPERS retirement formula of 2.7% @ 55 (classic) or 2% @ 62 (PEPRA)
- Matching deferred compensation contribution of 1% of salary
- Medical, dental and vision benefits provided with employee contribution
- Life insurance equal to one year's annual salary provided at no cost
- Opportunity for bilingual incentive pay up to 2.5% of salary
- Long term disability insurance provided at no cost
- Section 125 Flexible Benefit Plan
- Tuition reimbursement
- 10-23 days of vacation per year depending on length of service, 12 days annual sick leave, 14.5 paid holidays, and 100 hours management leave per fiscal year
- Reimbursement of up to \$1,000 per fiscal year for professional development activities
- \$300 monthly auto allowance

The City of San Bruno is an Equal Opportunity Employer (EOE) and provides equal employment opportunities without regard to race, color, ancestry, religion, creed, age, physical or mental disability, sex, gender, sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military or veteran status, or any other characteristic protected by federal, state or local laws in its employment actions, decisions, policies and practices. If you require special accommodations, please contact us to discuss your needs.



APPLICATION PROCESS

Please email a resume and cover letter to sanbruno.csd@thehawkinscompany.com. Materials should reflect size and scope of management experience including staffs managed, budgets administered, programs directed, and significant community services programs and management accomplishments. Materials received by September 4, 2020 will receive first consideration. The position is open until filled.

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For additional information or questions, please contact Ms. Brett Byers at 323-403-8279, brett@thehawkinscompany.com.