



EXECUTIVE OPPORTUNITY

DIRECTOR OF PARKS, RECREATION AND YOUTH DEVELOPMENT



OAKLAND



CITY GOVERNANCE STRUCTURE

Oakland has a strong Mayor form of government that includes eight Council members. The voters elect seven Council members by district and the eighth at-large. Elections are held every four years for the Mayor with Council members elected on a rotating basis. Oakland has an elected City Attorney and City Auditor.

The Mayor appoints the City Administrator who is responsible for all city operations and is supported by two Assistant City Administrators. The City Administrator has overall responsibility for administrative and fiscal operations including the hiring of Department Directors and implementation of the Mayor and City Council goals and policy directives. Oakland is a full-service city including both police and fire.

A FUN AND EXCITING OPPORTUNITY

The City of Oakland, California is conducting a national search for the position of Director of Parks, Recreation and Youth Development. A proven parks and recreation professional with top-notch administrative skills and excellent interpersonal skills will thrive in this large, complex organization. A creative and resourceful Director will have experience successfully leading a large organization and operating high-quality programs that meet the broad needs, demands and lifestyles of a diverse and dynamic community. The Director will join an energized executive leadership team committed to providing exceptional services to the entire Oakland community.

With an emphasis on Oakland's youth, Oakland Parks, Recreation & Youth Development, and its partners, will provide best in class, relevant and equitable programs and services, while meeting the specific needs of people and communities both at the neighborhood level and regionally throughout the City of Oakland. We achieve this mission through intentional engagement and by removing the barriers that prohibit equitable opportunities for all. Oakland's Parks, Recreation, and Youth Development (OPRYD) Department believes that communities thrive when they play with a purpose. Our purpose is to Expose, Enlighten, Empower and Encourage Educational Excellence through recreational experiences. The successful candidate will have an abiding commitment to this philosophy, enthusiasm for parks and recreation programs, and a deep appreciation for the value of these services to all communities throughout Oakland.

Oakland Parks & Recreation, and Youth Development Department (OPRYD) is a 110-year-old organization that operates a 2,500 acre park system of 140 parks representing 10% of the City's land area, 36 recreation facilities, and an array of youth enrichment and educational programming. OPRYD has contractual relationships with the Oakland Zoo, Children's Fairyland, Peralta Hacienda, Chabot Space and Science Center and three golf courses. The FY 2022-23 operating budget is approximately \$53 million which includes departmental funding (323 FTE's) as well as pass-through monies to partners. The maintenance of the parks and facilities is provided by the Parks, Trees & Building Services Division in the City of Oakland's Public Works Department. Capital projects are funded by a variety of sources and generally managed by the Public Works Department. OPRYD has an eleven-member Advisory Commission appointed by the Mayor and City Council. The Commission serves in an advisory capacity for OPRYD and often makes recommendations to the Mayor and Council regarding policies, planning and program priorities, usage of City's parks, recreation facilities, open space, and provides an opportunity for inclusive citizen engagement.

OPRYD is fortunate to have an active and engaged Foundation (formerly known as the Friends of Parks and Recreation), a

THE CITY AND COMMUNITY OF OAKLAND

The City of Oakland is a dynamic city with 50 distinct and eclectic neighborhoods, 17 commercial districts, an increasingly vibrant downtown, a strong economic base, world-class arts and entertainment venues, superior cultural and recreational amenities, and a rich multicultural heritage. With an estimated population in 2022 of 451,618, Oakland is the eighth largest city in California. It serves as the administrative seat of Alameda County and the center of commerce and international trade for Northern California. Oakland is one of the most diverse and ethnically integrated urban cities in the nation, with major representation from Hispanic and Latino, Asian, African American, and Caucasian residents speaking over 125 languages and dialects as well as one of the country's largest LGBTQ(+) communities. Oakland enjoys a tradition of working closely with the entire community and truly represents an ideal community in which to live, work and recreate. The City's landscape is a picturesque mix of lovely hillside neighborhoods; urban chic; exciting and diverse architecture; a bustling waterfront; two shimmering lakes; 19 miles of shoreline along the San Francisco Bay; unparalleled Bay views; and more parks and open space per capita than any other city in the Bay Area. Jack London Square, the Waterfront area, and Lake Merritt provide tourists and residents with several scenic touring options. The extensive parks and recreation system offers numerous activities to support the active lifestyle of residents. Sports enthusiasts enjoy year-round professional sporting events throughout the Bay area including the Oakland A's, Golden State Warriors, and the San Jose Sharks. Oakland's geographic location is close to San Francisco, Napa and Sonoma Wine Country, Silicon Valley, and miles of beautiful coastal and mountain regions. Nestled between the San Francisco Bay and the coastal hills, Oakland enjoys temperate and balmy weather year-round with temperatures in the mild 50's and 60's during the winter and spring, and 70's throughout summer and fall.

The city has emerged as a major economic force in the region. As a center for international trade, the Port of Oakland is the nation's fifth busiest container port in the United States. Oakland International Airport serves 12 domestic and international airlines. With a vibrant local economy, Oakland is home to several headquarters of major corporations, including Clorox, Kaiser Permanente, Pandora, Sungevity, Cost Plus World Market, Dreyer's Grand Ice Cream, and Revolution Foods. High quality educational opportunities abound as six major universities, including U.C. Berkeley, are within a 40-mile radius. Forbes magazine previously selected Oakland as one of the country's 10 best cities for business and careers, based on the city's diversified economy with a vast technology base.

registered non-profit that supports the department financially and with in-kind services in providing scholarships for youth programs, leveraging private funds and grants for Capital Improvement Projects and in closing funding gaps for OPRYD. The Foundation provides volunteer resources and is an advocate for programming in support of OPRYD's mission and strategic initiatives citywide.

Entities operated by OPRYD:

- 140 Parks
- 66 Ball Fields
- 44 Tennis Courts
- 36 Recreation Facilities
 - 24 Recreation Centers
 - 5 Pools
 - 2 Boating Centers
 - 2 Discovery Science Centers
 - The Studio One Art Center
 - The East Oakland Sports Complex with Indoor Water Park
 - An Inclusion Center with 3 Extension Programs
- 14 Rental Venues
- 17 Community Gardens
- 5 Fenced Dog Play Areas, 22 Dog Friendly Parks
- 3 Golf Courses
- 2 Skate Parks



OPRYD takes pride in its world-famous Wildlife Refuge, beautiful gardens at Lake Merritt and the Morcom Rose Garden, and 50-acre Dunsmuir Hellman Historic Estate with its landmarked Historic Mansion, Carriage House, and stunning grounds. Oakland residents and visitors can discover an array of other hidden jewels ranging from OPRYD's largest park – the 500-acre Joaquin Miller Park where joggers enjoy 10 trails featuring spectacular view of the entire Bay Area – to the smallest, the .1-acre Lazear Park where excited neighborhood children find solace in play. OPRYD is also home to the East Oakland Arts Center and the Malonga Casquelourd Center for the Arts with 72-single room occupancy apartments available to rent to local artists. OPRYD offers a space for everyone.

OPRYD provides countless quality programs and services to meet the needs, demands and lifestyles of Oakland's diverse and dynamic community. OPRYD's goal is to create a culture of innovation, best practices, and service excellence in all aspects of its operations. Services offered citywide and year-round include dance, cultural arts, healthy snacks, and after-school study hours. In addition to the traditional youth focused afterschool programs, an abundance of captivating opportunities are available for adults and families. OPRYD is committed to extending recreation

beyond just physical activity by focusing on programs which cultivate personal growth and skill development in a safe and healthy environment while simultaneously fostering community ownership. OPRYD offers a multitude of special events, job training programs and hiring fairs, youth workshops, and healing centers. OPRYD serves over 92,000 enrolled participants and over 900,000 drop-in users annually.

DIRECTOR OF PARKS, RECREATION AND YOUTH DEVELOPMENT

The Director of OPRYD is appointed by the City Administrator and reports to the Assistant City Administrator with responsibility for the overall management of youth services and the park and recreation system for the city. The Director is the key city official charged with ensuring that Oakland's parks, recreation, youth program services, and facilities are "best in class" and meet the varied needs of the citizens of Oakland.

KEY POSITION RESPONSIBILITIES

The Director of OPRYD is responsible for planning, organizing and administering a large complex and diverse urban parks and recreation system with a focus on youth services and programming. The Director will be committed to delivering quality services to all residents on a fair, inclusive and equitable basis that enriches the quality of life for all Oakland residents and visitors.

Specific duties include:

- Developing long and short-range strategic plans and system-wide goals that are inclusive, innovative and focus on equity, accountability, and customer service standards.
- Stressing public safety as a core value; ensuring that all park facilities and open spaces are safe, well maintained and inviting while being accessible to a broad array of constituents.
- Inspiring and creating internal culture of creativity while enhancing effective relationships with a wide array of public and private partners.
- Developing and managing the department budget, and ensuring proper controls are implemented as part of sound fiscal policy.
- Directing "best in class" project planning; capital projects and system-wide maintenance; technology; marketing and civic engagement; and performance based-management.
- Working closely with Public Works Department leadership to ensure that facility maintenance efforts are properly coordinated and that best practices for work order systems are adopted to enhance the upkeep of OPRYD assets in accordance with state and national standards.
- Developing a comprehensive long term capital improvement program.
- Identifying and pursuing non-general-fund revenue through public/private partnerships, sponsorships, and grant opportunities.
- Developing a comprehensive training program for employees at all levels.

EDUCATION AND EXPERIENCE

A combination of education and experience that is equivalent to the following minimum qualifications is acceptable:

Education:

Bachelor's degree from an accredited college or university in public administration, social science, recreation, park management, urban planning, or closely related field. A Master's degree is highly desirable.

Experience:

Five years of responsible management experience in parks and recreation administration, conservation, planning or other community focused services, or a closely related field including two years of supervisory experience. Public sector experience is highly desirable.

Qualifications:

- A set of values characterized by a commitment to innovation, equity, race and social justice, compassion for people, service excellence and responsive leadership;
- Extensive knowledge of parks and recreation operations and best practices in a large complex urban environment;
- Experience directing park planning and facility maintenance including capital planning, open space development, and landscape maintenance;
- Ability to improve the effectiveness of the organization and achieve targeted goals by means of strategic positioning, direction, and leadership;
- Strong communication and interpersonal skills with the ability to communicate with diverse stakeholder groups;
- Politically savvy and sensitive to the interests of a wide range of stakeholder groups, strategic partners, elected officials, and administrative colleagues;
- Possess a high level of personal integrity, professional and political presence, and is emotionally mature;
- Organizational and fiscal management skills noted for transparency, fairness and clarity;
- A courageous leader who is decisive, authentic, flexible and possesses a passion for parks, recreation and play.

The ideal candidate will be a bold visionary leader with outstanding people and management skills, including the ability to build and maintain an effective team, along with the skills to develop, mentor, delegate, motivate, and hold people accountable. Candidates should possess the sophistication in business/government finance and operations to maintain a fiscally responsible department, translate and present financial concepts to non-financial individuals, be committed to diversity, possess excellent oral and written communication skills, and be quick to understand how the City functions and the department's role within the City. The ideal candidate must be a confident, collaborative, decisive leader with good judgment, strong professional presence and inspiring demeanor.

COMPENSATION & BENEFITS

The salary range for this position is \$164,999 to \$247,390 depending on experience and qualifications. *(The city has approved cost of living adjustments of 5% in 2023, and 4% in 2024).*

The City of Oakland also offers an attractive benefits package that includes:

Retirement – CalPERS (California Public Employees' Retirement System) with a pension formula of 2.5% @ 55 (for Classic CalPERS members) and 2% @ 62 for new CalPERS members. Classic Employees contribute 8% of pre-tax wages. The City of Oakland does not participate in Social Security

Health – The City of Oakland pays for the cost of employee and eligible dependent coverage at the Kaiser rate. Other plans include Anthem, Blue Shield, United Health Care and other HMO and PPO plans

Dental – The City of Oakland pays for Delta Dental full premium for employees and eligible dependents

Vision – The City of Oakland pays for VSP full premium for employees and eligible dependents

Vacation – 2 weeks per year minimum with the ability to accrue more depending on public sector years of service

Auto Allowance – \$350/monthly

Paid holidays – 14 holidays per year

Management Leave – Up to 10 days per year for eligible employees

Executive Leave – Up to 10 days one-time leave for new executives

Sick leave – Employees accrue 12 days per year

The City of Oakland pays for Income Protection – Short- and Long Term Disability, AD&D, and optional Life Insurance equivalent to 100% of the person's annual earnings, (rounded to the next highest \$1,000 of benefit) to a maximum of \$200,000

Deferred Compensation – 457(b) pre-tax plan and an after-tax ROTH 401(k) plan

Other benefits include a Flexible Spending Account, Wellness Program, Employee Assistance Program, Tuition Reimbursement, Employee Training, & Telecommuting.

APPLICATION PROCESS

To be considered, please submit your resume and cover letter electronically to dir.OPRYD@thehawkinscompany.com by **February 28, 2023**. Resumes received by **February 28, 2023** will receive first consideration. The position is open until filled.



THE HAWKINS COMPANY

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NOTICE: The City of Oakland has adopted a COVID-19 Employee Mandatory Vaccination Policy. Under the policy, all employees must, as a condition of employment be fully vaccinated and verify that vaccination status to the City, unless the employee has applied for an exemption and is awaiting the City's response or has been granted an exemption, or unless stricter State or Federal legal requirements apply. If offered employment, you will receive instructions regarding how to provide verification of vaccination or how to apply for an exemption which will be required prior to your start date.

The City of Oakland is an equal opportunity employer that values workforce diversity, inclusion, and equity. Oakland has a long history of activism around issues of justice and equity. Both oppression and this resistance to oppression have shaped the city's historical roots and the lives of its residents to this day. As public servants to one of the most diverse cities in the nation, we strive to develop employees who understand the harm and impacts of systemic inequity to create lasting, meaningful outcomes for everyone. Oakland strives to establish an environment that embraces the richness of culture, community, and individualism of employees.

The City of Oakland is an equal opportunity employer, values workforce diversity and seeks to create an environment and culture that embraces employee differences. All qualified applicants are considered in accordance with applicable laws prohibiting discrimination on the basis of race, religion, color, gender, age, national origin, sexual orientation, physical or mental disability, marital status or veteran status or any other legally protected status.