



City of **SAN BRUNO**

Community Services Director



THE CITY OF SAN BRUNO

The City of San Bruno is located in San Mateo County, 12 miles south of San Francisco. An ethnically and culturally diverse city with over 42,000 residents, San Bruno maintains a small-town atmosphere within a large metropolitan area. The City is a full-service city that has its own Police, Fire, Community Services, Public Works, Community Development, and Administration departments. Located along Highway 101 and Interstate 280, the City enjoys easy access to the vast cultural, educational and recreational opportunities of the San Francisco Bay Area including museums, galleries, theaters and access to professional sports teams, the Golden Gate National Recreation Area, and the San Francisco Bay. Educational opportunities include numerous community colleges, as well as Stanford University, University of San Francisco, UC Berkeley, San Francisco State University and Skyline Community College. The San Bruno BART and CalTrain stations make it easy to use public transportation to access the Peninsula, San Francisco and beyond.

THE COMMUNITY SERVICES DEPARTMENT

The Community Services Department (CSD) is committed to providing quality programs, services, and spaces to benefit the health and well-being of the community through the delivery of recreation, senior, and library services, and the maintenance of City parks and playgrounds.

DEPARTMENT OVERVIEW

The programs, services, and special events delivered by the Department are offered by several divisions which provide recreational activities and community special events, senior services, library services, and maintenance of City parks, medians, and trees.

- **Administration & Recreation Services:** Ensures sound delivery of the programs, services, community events, and activities to enrich and benefit the health and well-being of the lives of people of all ages who live, work, and play in San Bruno. The Division coordinates the City's International Friendship Exchange Program between the Cities of San Bruno and Narita, Japan, and the San Bruno Public School District. In addition, it conducts the planning, community engagement, and delivery of new parks and is the project lead for the planning, design, and construction of the new Recreation and Aquatic Center and other recreational facilities. The Division also supports the initiatives and programs of the Parks and Recreation Commission and Culture and Arts Commission.

Recreation Programs and Activities include enrichment classes on a variety of topics. The Division also offers seasonal camps, and specialty camps. In addition to scheduling the use of the City's sports fields by local non-profit sports organizations, the Division conducts numerous sports leagues

for youth and adults. Special events are delivered throughout the year and includes the annual Egg Hunt, Community Day, Community Concerts, Jinxed Joyride and Holiday Tree Lighting.

Aquatics programming such as swim lessons, recreation and lap swim, swim camps, and water aerobics will remain on hiatus until the new Recreation and Aquatic Center opens. Many of the programs that were held at the Veteran's Memorial Recreation Center are taking place in new locations such as San Bruno Park School sites and at the San Bruno Senior Center. The Division is committed to providing consistent and robust programming to serve the residents of San Bruno.

- **Parks and Maintenance Division:** Provides maintenance at all City parks, recreational areas, City facilities, and school sites covering 97 acres, with design and construction of additional recreational facilities. The Division maintains approximately 7.3 miles of street medians, approximately 7,250 trees, and 128 acres of open space and works in collaboration with the Fire Department for fire mitigation.
- **Senior Services:** Delivers a broad array of programs at the San Bruno Senior Center, including congregate lunch and a weekday door to door transportation service for San Bruno residents. The Division works in collaboration with the San Bruno Senior Citizen's Advisory Board to plan and implement special events, activities, and services.
- **San Bruno Public Library:** Provides San Bruno residents and visitors with community lifelong-learning and literacy materials and resources to help them achieve personal growth goals. The Division also offers an array of educational and personal enrichment services including story times, a homework center, summer reading program, 3D printing and ESL classes as well as special programs and events throughout the year. The library provides access to online services such as e-Books, e-Magazines, research databases, streaming video, Tutor.com, and museum passes. Through membership in the Peninsula Library System, the San Bruno Public Library offers residents borrowing privileges at libraries throughout San Mateo County. In support of the Culture and Arts Commission, the Division delivers Movies in the Park, Shakespeare in the Park, Art in the Library, and Community Day in the Park Art Project and cultural celebrations, including Lunar New Year, Juneteenth and Día de los Muertos.

THE DIRECTOR

As a key member of the City Manager's executive team, the Community Services Director leads 33 full-time staff members and manages approximately a \$10 million dollar budget. The Director provides staff support to the Parks and Recreation Commission, Culture and Arts Commission, and Senior Advisory Board.

The new Community Services Director will lead a department with a diverse program of services. In addition, the new Director will have the opportunity to play a key role in overseeing the City's new state-of-the-art \$62 million dollar Recreation and Aquatics Center. The new facility is funded by the restitution settlement funds received by the City following the devastating 2010 PG&E gas pipeline explosion. Other exciting projects include the construction of new parks and upgrading of existing facilities throughout the community.

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, senior services, and library programs, services, and amenities for the community. Competitive individuals will bring entrepreneurial and innovative ideas to the Department. Candidates should possess proven track records of developing and empowering subordinate personnel; improving organization effectiveness through strong hands-on leadership and management skills and developing best in class programs to meet community needs and interests. Candidates must be familiar with capital project management. The ability to develop partnerships with other public and private organizations to foster the growth of the City's Community Services Department 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, candidates should be strong advocates for data driven programming that meet the needs of the community and are an articulate spokesperson in building community support.

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

Key Priorities

- As a part of the project team, oversee the completion and opening of San Bruno's new \$62 million Recreation and Aquatics Center.
- Create programmatic priorities for the new Recreation and Aquatics Center.
- Assess park planning, community engagement and maintenance plans and provide an enhanced vision for park planning and maintenance that enhances existing City's parks and encourages 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 next generation of community services professionals.

MINIMUM QUALIFICATIONS & EXPERIENCE

A Bachelor's degree in recreation administration, library studies, public administration, or related field. 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.

COMPENSATION & BENEFITS

The current salary range for this position is \$188,676 — \$231,516 annually. The City also provides an excellent benefits package, including:

- CalPERS retirement formula of 2.7% @ 55 for classic members or 2% @ 62 for new members;
- 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 \$140.00 per month;
- Long term disability insurance provided at no cost;
- Section 125 Flexible Benefit Plan;
- Home loan assistance program, credit union membership, 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 \$2,000 per fiscal year for professional development activities;
- City vehicle or opportunity for \$450 per month auto allowance.



APPLICATION PROCESS

To be considered, please submit your resume and cover letter of interest outlining the background and experience that makes you the ideal candidate electronically to csd.sanbruno@thehawkinscompany.com by **June 30, 2023**. Resumes received by **June 30, 2023** will receive first consideration. The position is open until filled. Materials should reflect size and scope of management experience including staffs managed, budgets administered, programs directed, and significant community services programs and management accomplishments.



THE HAWKINS COMPANY

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For additional information or questions, please contact Ms. Yonnine Hawkins Garr at 323-252-1655, yonnine@thehawkinscompany.com; or Ms. Tisa Jones at 213-309-7984, tisa@thehawkinscompany.com.

The City of San Bruno is an Equal Opportunity Employer (EOE) and as such does not discriminate on the basis of age, race, color, sex, gender, religion, ancestry, physical or mental disability, or marital status, sexual orientation, or national origin in its employment actions, decisions, policies and practices. If you require special accommodations, please contact us to discuss your needs.

