

CITY OF SAN BRUNO

invites your interest for the position of



COMMUNITY SERVICES DIRECTOR

\$163,657 — \$200,827 annually
(3% increase scheduled for January 2019)

Application Deadline
5:00 pm on Friday, April 27, 2018

The City of San Bruno

The City of San Bruno is located in San Mateo County, and is only 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 and San Francisco State University. The San Bruno BART and CalTrain stations make it easy to use public transportation to access the Peninsula, San Francisco and beyond.



The Department



The programs, services, and special events are delivered by the five divisions of the Community Services Department — Administration and Recreation Services, Parks Maintenance, Senior Services, San Bruno Public Library, and Buildings and Facilities — to provide recreational activities, community special events, senior services, library services, maintenance of City Parks, and maintenance of City buildings and facilities. Together, these divisions are 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 facilities.

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 developing the community's new Recreation Center and Aquatics Center and future programming. The new facilities will be 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 two new parks in the community.

The Position

As a key member of the City Manager's executive team, the Community Services Director oversees 33 full-time staff members and manages a \$10 million dollar budget. The Community Services Director is an at-will position and reports directly to the City Manager. This position is directly supported by two Community Services Superintendents and is responsible for the day-to-day management and operations of the department. The Director provides staff support to the Parks and Recreation Commission, Culture and Arts Commission, and Senior Advisory Board.



The Ideal Candidate



The ideal Community Services Director is a collaborative and enthusiastic professional who has a passion for providing outstanding recreation, parks, and library programs, services, and amenities for the community. Competitive individuals will bring innovative ideas to the Department with a proven track record of developing subordinate personnel, improving the organization through strong leadership and management skills, and developing innovative ideas and programs to meet community needs and interests. Candidates should possess a strong leadership presence, and exceptional

communication and interpersonal skills to interact with both internal and external stakeholders.

Opportunities & Challenges:

- The new Director will have an opportunity, as part of a project team, to oversee the planning, design, and ultimately construction of a new \$50 million Recreation and Aquatics Center.
- Assist with the construction of two new and exciting City parks with a timeline to be up and running by late 2018

Ideal Candidate

Opportunities and Challenges (continued)

- Implement an effective facilities planning and management program for the maintenance and enhancement of existing City facilities
- Enhance recreational program offerings and continue to form partnership opportunities to serve a diverse and growing community
- Mentor and develop new and current employees to support individual professional development for the next generation of parks and recreation professionals

Minimum Qualifications

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 library program development and implementation including at least two (2) years of supervisory responsibility.

Candidates with strong recreation and parks background are preferred.



Compensation and Benefits

The current salary range for this position is \$163,657 — \$200,827 annually. The City also provides an excellent benefits package, including:

- CalPERS retirement of 2.7% @ 55 for classic members or 2% @ 62 for new members
- 10-23 days 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
- City vehicle or opportunity for \$300 per month auto allowance
- Matching deferred compensation contribution equal to 1% of salary on a bi-weekly basis
- Medical, dental and vision benefits provided with employee contribution
- Life insurance equal to one year's annual salary provided at no cost
- Long term disability insurance provided at no cost
- Section 125 Flexible Benefit Plan
- Home loan assistance program, credit union membership, tuition reimbursement

Application Process

Applications may be submitted online at www.calopps.org.

After an initial screening of applications, those candidates that best meet the Department's needs will be invited to participate further in the recruitment process.

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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, 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.