



## **RECREATION COMMUNITY SERVICES ENGAGEMENT AND INCLUSION ADMINISTRATOR (ASSISTANT DIRECTOR) City of Milpitas, California**



### **Welcome to Milpitas!**

Incorporated in 1954, the City of Milpitas is a bustling general-law city supervised by a council-manager form of government.

Located at the southern tip of the San Francisco Bay, Milpitas is a progressive community that is an integral part of Silicon Valley. The City boasts a diverse resident population of 75,521.

Milpitas is a full service City of 336 full-time employees with water utility, sewer utility, police and fire services. The Council makes planning and policy decisions for residents, and oversees the City's almost \$192 million operating and \$312 Capital Improvement Projects budget.

### **Salary**

\$123,000—\$172,200 annually, depending on qualifications and experience.

### **Recruitment Timeline**

Application Filing Period  
12/3/2018—Until Filled  
Apply online at  
[www.ci.milpitas.ca.gov/jobs](http://www.ci.milpitas.ca.gov/jobs)

### **The Position**

The City of Milpitas is seeking an experienced professional to lead community relations as their Community Services Engagement and Inclusion Administrator. The Community Services Engagement and Inclusion Administrator is a new senior management position that will report directly to the Director of Recreation and Community Services. This position will be responsible for the development, implementation and oversight of community relations with underrepresented groups and the strategies to increase community access to information and opportunities related to engagement and participation in Recreation and Community Services events, programs, meetings, and services. The Administrator will respond to the evolving needs and interests of the community by working collaboratively with various community-based groups including local non-profit agencies, faith based organizations, universities/colleges and community partners to ensure Milpitas residents are positively engaged, particularly our communities where English is a second language.

The Community Services Engagement and Inclusion Administrator will ensure that City-sponsored recreation and community programs, activities and resources are equitably accessible and that information is similarly circulated to the broader Milpitas community.

### **The Ideal Candidate**

In addition to the requirements stated above, the ideal candidate will possess characteristics and competencies of an effective leader and communicator, including the ability to develop and maintain community engagement strategies for Recreation and Community Service programs, services, and events while creating and nurturing the City connection to community stakeholders through regular interaction, relationship-building, and follow-through. The individual will stay abreast of new trends and innovations in the field of community engagement, surveys, focus groups and data collection, community statistics and outreach. The Community Services Engagement and Inclusion Administrator will be able to recognize internal and external opportunities to connect with the community and execute appropriate strategies to leverage these opportunities.

## MORE ABOUT MILPITAS

Milpitas is the 8th fastest growing city in the United States according to the US Census, and the 2nd fastest growing in California. Milpitas also boasts the third highest job growth among the 515 qualifying cities by Wallet Hub. Even with this growth, we are still home to an industrious and well educated community with an average household income exceeding the County average. The homeownership rate is close to 70% and the housing market in Milpitas remains affordable relative to the majority of Santa Clara County.

Milpitas is often called the “Crossroads of Silicon Valley” with most of its 13.63 square miles of land situated between two major freeways (I-880 and I-680), State Route 237, and a County expressway. With existing light rail and a BART extension opening in early 2019, the transit hub adjacent to the Great Mall facilitated high density transit oriented development with over 2,100 units being built. There are approximately 1,790 acres, or 2.9 square miles designated for various industrial uses. There are eight existing industrial parks and 550 manufacturing plants in Milpitas.

An additional 350 acres are dedicated to regional and community retail centers supporting 3.5 million square feet of commercial shops. The Great Mall of the Bay Area is the largest enclosed mall in Northern California, with approximately 1.1 million square feet of leasable space for retail and entertainment operations. Several local shopping centers service regional needs including Asian-oriented retail and services.

## EDUCATION & EXPERIENCE REQUIREMENTS

This position requires a Bachelor’s degree in public administration, recreation administration or a related field. An advanced degree is highly desirable. Also requires four (4) years of increasingly responsible experience managing service-related programs ideally in a municipal recreation setting.

## COMPENSATION & BENEFITS

### SALARY

\$123,000—\$172,200 annually, depending on qualifications and experience.

### RETIREMENT

Membership in CalPERS (2% at 60 or 2% at 62 for classic members with three year average salary).

### MEDICAL INSURANCE

Choice of CalPERS Medical Plans. City pays for coverage up to the Kaiser rate (currently \$2027.64/mo. for family).

### DENTAL & VISION

City provides full family coverage for dental and vision at no cost to the employee.

### LIFE INSURANCE

City provides \$50,000 term policy.

### DEFERRED COMPENSATION

City contributes \$75 per month on the employee’s behalf.

### VACATION

Employees earn 16-36 days of vacation based on years of service.

### MANAGEMENT LEAVE

Employees earn 40 hours of Management Leave annually.

### HOLIDAYS

Employees receive 12 paid holidays and one (1) floating holiday per year.

### SICK LEAVE

Employees earn 12 days annually.

### TUITION REIMBURSEMENT

Employees are eligible to receive up to \$ 1,400 per fiscal year in tuition reimbursement.

The City also offers a flexible benefits plan, employee assistance program, and other voluntary insurance.



## RECRUITMENT PROCESS

Submit application, resume, copies of required certificates (if applicable) online at [www.calopps.org](http://www.calopps.org) or to the City of Milpitas Human Resources Department, 455 E. Calaveras Blvd., Milpitas, CA 95035, (408) 586-3090. Interviews will be held for the most qualified applicants .