



## COMMUNITY ENGAGEMENT AND OPERATIONS ADMINISTRATOR City of Milpitas, California



### Welcome to Milpitas!

Located at the southern tip of the San Francisco Bay, Milpitas is a progressive community that is an integral part of the Silicon Valley. With a diverse resident population of 78,106. The City of Milpitas sees each of the approximate 405 full-time equivalent employees as committed to accomplishing the community's vision by providing fiscally sound, superior services.

In 2018, Milpitas was recognized as one of the top 10 Best Cities for Science, Technology, Engineering and Mathematics (STEM) Workers, approximately 28% of the jobs are in the STEM category. According to the US Census, Milpitas was the 8<sup>th</sup> fastest growing city in the United States, and the 2<sup>nd</sup> fastest growing in California. Milpitas also boasts the 3<sup>rd</sup> highest job growth among the 515 qualifying cities by Wallet Hub. Milpitas is home to an industrious and well-educated community with an average household income exceeding the County average. The homeownership rate is close to 65% and the housing market in Milpitas remains affordable relative to the majority of Santa Clara County.

### Salary

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

### The Position

Come join a fun and experienced team in the City of Milpitas' Recreation and Community Services Department! This position serves a dual role, increasing community engagement and participation in the City's programs and assisting the Department Director in managing the department operations. This position will work closely with the Department Director in developing and implementing department-wide goals and objectives, and with site supervisors, to successfully achieve these objectives. This position will oversee the areas of Marketing and Communications, Community Relations, Social Services, and assist the Director with the Recreation and Community Services Department annual Budget.

This position will also serve in a major leadership role in the department on community relations with underrepresented groups. The position will be responsible for developing strategies to increase community access to information and opportunities related to engagement and participation in events, programs, meetings, and services hosted by the department.

The incumbent will be responding to the evolving needs and interests of the community by working collaboratively with leaders from various community-based groups including local non-profit agencies, faith-based organizations, universities/colleges and community partners to make sure that Milpitas residents are positively engaged, particularly our communities where English is a second language.

### The Ideal Candidate

The ideal candidate will be an individual who has an experienced background in Recreation and Community Services and is able to think strategically about the department's programs and services from a perspective of both inclusive community participation and fiscal sustainability. The incumbent should be able to support a positive work environment and also be adept at building great relations with community leaders. A candidate in this position should be able to manage the creative aspects of marketing, promotions and outreach, and also provide financial planning.

A Bachelor's Degree in Public Administration, Recreation Administration or related field is required, an advanced level degree is highly desirable. Qualified individuals will have four (4) years of increasingly responsible experience managing service-related programs, ideally in a municipal setting with at least three (3) years of management and supervisory experience in Public Administration, Recreation Administration or a related field.

### Recruitment Timeline

Application Filing Period 04/08/2019—05/03/2019 | Apply online at [www.ci.milpitas.ca.gov/jobs](http://www.ci.milpitas.ca.gov/jobs)

## MORE ABOUT MILPITAS

Milpitas is at the heart of Silicon Valley and 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 BART extension opening in 2018, 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.

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. The City provides a multitude of outstanding recreational opportunities, including aquatics, cultural arts and theater, sports leagues and activities, youth and senior programming and activities.

## THE CITY GOVERNMENT

Incorporated in 1954, the City of Milpitas is a bustling general-law city supervised by a council-manager form of government. These are exciting times for the City of Milpitas. Under a new city administration team the leadership now includes a new City Manager, Julie Edmonds-Mares; Assistant City Manager, Ashwini Kantak and Deputy City Manager, Steve McHarris. A number of new department heads have joined the City as well. Milpitas is a full-service city which includes Police, Fire, and a water utility and sewer utility. The Council makes planning and policy decisions for residents, and oversees the City's \$191 million budget. Issues currently challenging the City include development, quality of life, and traffic.



## COMPENSATION & BENEFITS

### SALARY

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

### RETIREMENT

Membership in CalPERS (2% at 60 for classic members or 2% at 62 for PEPRA members both 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.