



CITY OF MOUNTAIN VIEW

The City of Mountain View
is accepting applications for the position of
Assistant Community Services Director



About the City of Mountain View

Located between the Santa Cruz Mountains and San Francisco Bay, the City of Mountain View encompasses 12 square miles in the center of Silicon Valley, 10 miles north of San Jose and 35 miles south of San Francisco. The City is home to 82,300 residents and internationally known corporations such as Google, Microsoft, Intuit, and LinkedIn, as well as a thriving small business base and NASA's Ames Research Center.

Every two years, the Council adopts priority goals that provide a focus for the organization's workplan and drive progress on important community issues. Mountain View's sound fiscal practices, strong budget discipline, and diversified tax base have allowed the City to maintain its AAA credit rating. In fiscal year 2020-21, the City's work in the community is supported by a general operating fund budget of \$144.0 million (total budget \$346.2 million) and 661.25 employees.

While leading the region in innovation and ideas, Mountain View remains committed to its values of strong neighborhoods and resident involvement, and prides itself on providing exceptional public services and facilities that meet the needs of a caring and diverse community in a financially responsible manner. Mountain View's historic and active downtown offers a wide range of attractions including a vibrant restaurant and shopping scene, cultural events, concerts and a weekly farmers' market. The Civic Center, built around Pioneer Park, has one of the finest performing arts facilities in Northern California, as well as a 60,000 square foot, newly renovated Library. Mountain View is served by excellent public and private schools, and some of the best universities in the nation including Stanford, Santa Clara University, UC Berkeley, UC Santa Cruz, and Carnegie Mellon-West. To learn more about the City of Mountain View, please visit www.mountainview.gov.

About the Community Services Department

The department is comprised of five divisions; Recreation, Parks, Forestry, Shoreline and Performing Arts. Using a staff of 137 full-time equivalent positions and a budget of \$26.8 million, the department is responsible for maintaining and operating 41 City parks, 2 pools, 3 community gardens, 2 sports centers and recently renovated Community Center; maintaining roadway landscaping and street trees; development and operation of commercial and

recreational activities at the City's 750-acre Shoreline At Mountain View Regional Recreation Area and Wildlife Refuge; operation of the Shoreline Golf Links and Stevens Creek Trail; the programming and operation of the Mountain View Center for the Performing Arts; and delivering recreation programs and services that make Mountain View a better place to live now and in the future.



Community Services is supported by the Parks and Recreation Commission, which assists with the planning of parks and recreation facilities and activities while working with local schools and other public and private entities to achieve a vibrant network of parks and variety of recreational opportunities. The Commission consists of five members who act in an advisory capacity to the Council for parks and recreation matters, consider and recommend annual budget provisions for parks and recreation, and accept donations to the City for recreation or park purposes, including real estate and property (subject to Council approval). The Commission also serves as Urban Forestry Board, which hears appeals and makes recommendations regarding heritage tree and street tree concerns.

The department is also supported by 3 committees, including the Youth Advisory Committee, Senior Advisory Committee and Performing Arts Committee.

What's the role?

We're looking for a motivated and experienced professional to fill the role of Assistant Community Services Director. The Assistant Director is responsible for providing responsible and innovative administrative management to all divisions in Community Services, and is a key member of the department management team. Receiving direction from the Community Services Director, the Assistant Director will identify

policy issues and work independently and with department staff to develop options and recommend solutions. The Assistant Director also acts on behalf of the Community Services Director in the Director's absence. You can review the detailed job description [here](#).

The Essentials

- Five years of increasingly responsible experience managing recreational programs and facilities, performing arts, golf, and/or park operations and functions, three years of which must have been at the supervisory or management level.
- Completion of a bachelor's degree in recreation, parks, public administration, or a related field.
- Possession of a valid California Class C driver license.

Bonus Points

- Completion of a master's degree in recreation or public administration or a related field.

What you'll do

- Assist the Community Services Director in managing and directing department functions.
- Oversee daily operation of major department programs including implementation of the Parks and Open Space Plan and Community Tree Master Plan, the department's capital improvement projects including design and construction of new parks (in collaboration with Public Works Department staff), and operation of Shoreline At Mountain View Regional Recreation Area and Wildlife Refuge including the leased sailing lake boathouse/cafe and Shoreline Amphitheatre.
- Assist the Community Services Director with strategic planning, coordination, and implementation of policy and administration.
- Manage, direct and organize personnel, facilities and other resources of each division.
- Manage, plan, and administer the work of various division staff.
- Ensure the divisions perform effectively by establishing goals, objectives, and policy guidelines and by reviewing the performance of each division and their contractors.

- Recommend the appointment of personnel, and participate in the hiring, training, supervision, motivation, and evaluation of department staff; work with employees to correct deficiencies; and implement discipline procedures.
- Work with the Director to develop, justify, and administer capital and operating budgets, and establish service rates and fees.
- Represent the department in meetings and on committees, and serve as staff liaison to one or more of the City's advisory bodies.
- Negotiate and administer contracts, assuring compliance with City policies.
- Assure division activities and programs comply with pertinent Federal, State, and local environmental rules and regulations.
- Review, edit, and present staff reports to the City Council and various commissions and committees as required.

Who you are

- An exceptional manager who is highly skilled in leading a collaborative team, communicating clear and consistent expectations, leading with empathy, and acting as a mentor and coach.
- An innovative professional who can provide high-quality and responsive recreation and cultural services to the City's residents and visitors.
- A team player who can serve as a member of a high performing executive team that is called upon to contribute beyond their areas of expertise for the greater good of the organization.
- An exceptional communicator with strong interpersonal skills and emotional intelligence to work with a diverse community, engaged stakeholders, and a multi-generational staff.
- A staff member who epitomizes the City of Mountain View's Organizational Values of providing exceptional service, acting with integrity, and treating others with respect.
- A manager who is fiscally responsible and can maximize the use of available financial and staff resources, and recommend changes and enhancements to provide the most effective service.

Compensation and Benefits

The annual salary range for the Assistant Director is \$147,067 to \$183,834; placement within the range DOQE. Additional pay up to 20% more than the range may be granted over time for exceptional performance. The City also offers a highly competitive executive benefits package that includes the following:

- Retirement: 2.7% at 55 years of age for CalPERS classic members and 2% at 62 for CalPERS new members; employee contribution to CalPERS is 11.5% for classic members and 10.5% for new members for fiscal year 2019-20; with no Social Security deduction.
- Vacation Leave: 12 days per year increasing up to 23 days depending on years of service. Annual vacation cash-out program available.
- Sick Leave: Accrues at 12 days per year. An additional 4 hours of vacation leave is granted for each quarter when sick leave is not used.
- Management Leave: 10 days per fiscal year; paid out at the end of fiscal year if not used.
- Health Insurance: The City offers a choice of four medical plans (two HMO plans, one HDHP/HSA, and one PPO) through Health Net and Kaiser. The City pays the full premium for vision coverage and full dental premiums for the employee as well as a significant portion of dependent coverage. Short and long-term disability, life, and accidental death and dismemberment insurances are provided and paid for by the City.
- Wellness: Wellness minded culture including access to an onsite employee gym and incentive pay for participating in the City's wellness program.
- Commute Incentives: Up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution; discounts for carpools and ride-shares, and a bicycle commute incentive.
- Tuition Reimbursement: Tuition reimbursement funds up to \$20,000 for completion of a job-related bachelor's or master's degree or approved leadership program.
- Retiree Health Plan: Employees can participate in a defined benefit or a defined contribution retiree health plan.
- Deferred Compensation: Deferred compensation plans are available for voluntary employee contributions.

- Housing: A low-interest loan is available to assist with purchasing of a primary residence in Mountain View or within a 10-mile radius of Mountain View.
- Relocation: Relocation assistance may be provided.
- Other Benefits: City offers an Employee Assistance Program (EAP), IRS Section 125 flexible benefits or pretax childcare.

Are You Ready? Apply Now!

Submit application and resume online at www.calopps.org or the Human Resources Department, City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Filing Deadline: Applications and resumes will be accepted until 5:00 p.m. on January 22, 2021.

Interview Process

Candidates with the most relevant qualifications will be invited to an oral board interview. The department will select the most qualified candidates for additional interviews with the Community Services Director and key members of the department management team. Depending on the number of applications, the above process may be altered.

The Fine Print

Prior to hire, candidates will be required to successfully complete a pre-employment process, including employment verification and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination.

Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE).

For more information about the City's culture and work environment, visit:

https://www.mountainview.gov/depts/hr/work_with_us/who_we_are.asp