



Deputy Director

Arts & Recreation Department

Recruitment
Brochure



ABOUT MILL VALLEY

The City of Mill Valley is located 10 miles north of San Francisco in Marin County. Mill Valley has a unique and eclectic cultural history beginning as a small mill town and growing to the modern full-service city that it is today. The City is steeped in arts and recreation as the host of the Mill Valley Film Festival, Mill Valley Music Festival, First Tuesday ArtWalk, and The Dipsea Race.

Mill Valley is primarily a suburban community of approximately 14,000 residents living within a 4.8 square mile area, although we serve as the center for a larger unincorporated Mill Valley area with more than 30,000 residents. The City of Mill Valley has roughly 130 full-time staff and an operating budget of approximately \$41 million.

ABOUT THE DEPARTMENT

The Arts and Recreation Department consists of five divisions: Administration, Aquatics and Fitness, Community Services (Events and Active Adults), Facilities, and Youth and Teen. Working closely with the Parks and Recreation Commission and the Arts Commission, staff strive to provide high quality programs, activities, and events for the community, offering excellent community service, and remaining adaptable and responsive to our client's needs and expectations.

Our team of 20+ benefitted staff and over 150 part-time staff and instructors are supported by a \$5.3 million annual operating budget and manage the Community Center Complex consisting of a beautiful rental venue, classrooms, and the Aquatic and Fitness Center. Facilities managed by the department include the golf club house, two community gardens, off leash dog park, skate park, athletic field rentals, park/picnic rentals, and professional service agreements to operate the City's nine-hole golf course and five tennis courts. The department hosts an average of 11 annual events in addition to working with the Arts Commission to produce 17 free events and programs annually.

The department provides a diverse range of programs and activities including a preschool, youth enrichment, teen zone, camps, swim lessons, personal training, fitness classes, athletics, active adult programs, and contracts with a variety of special interest classes and camps for all ages. Please visit millvalleyrecreation.org for more information.



ABOUT THE OPPORTUNITY

Deputy Director of Arts and Recreation

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For Full Description
& Application Info



The City of Mill Valley is accepting applications for Deputy Director of Arts and Recreation. If you are a seasoned, creative, and entrepreneurial recreation professional looking for your next advancement opportunity, this may be the position for you. Mill Valley Arts and Recreation has a long history of innovative programming, first-class facilities, and strong community support. We invite you to join our legacy!

The Deputy Director supports the management and administration of the Recreation Department and directs a team of four Recreation Supervisors and their respective divisions and facilities. They work with the Director to establish and refine best practices for the creation, implementation, and delivery of recreation programming and services. Additionally, the incumbent will assist with the development and coordination of the City's Parks and Recreation Commission, and the Arts Commission.



REPRESENTATIVE DUTIES & ESSENTIAL FUNCTIONS:

(Including but not limited to)

- Assists Director in supervision and administrative control over the organization, staffing, and operation of the Recreation Department and the 29,000 square foot Community Center.
- Engages in strategic thinking to develop and implement goals, objectives, priorities and policies.
- Provides staff assistance to the Director; provides interdepartmental support on various projects; develops and recommends modifications to recreation programs, facilities, policies, and procedures as appropriate.
- Conducts and supervises wide variety of special projects including policy analysis and development, program and facility development and customer service enhancement.
- Prepares a variety of regular and special reports and records on operations and activities related to the Arts and Recreation Department; develops professional service contracts, requests for qualification and proposal and completes grant applications and proposals.
- Responds to and resolves client inquiries and complaints and controversial issues.
- Represents the Department and the Director on various occasions and serves on a variety of internal and external committees. Acts in the absence of the Director.

PROVIDES SUPERVISION/DIRECTION TO THE FOLLOWING UNITS:

(Including but not limited to)

Recreation and Community Services

- Assumes day-to-day responsibility for supervision and administrative support of the Arts and Recreation Department's Recreation Supervisors; supervisory and administrative support of the Department and Community Center programs and services.
- Ensures that programs and services offered are responsive to the community.
- Monitors and evaluates efficiency and effectiveness of programs, services and delivery methods.

Community Center Administration

- Works closely with the Recreation Supervisors to ensure the smooth operation of the Mill Valley Community Center; responds to staff concerns and client needs to keep the policies and operation of the community centers up to date and customer friendly in a rapidly changing industry.
- Promotes and coordinates the activities and operations of the Community Center; works with staff, community organizations and surrounding community to ensure the programs, services and operation of the community center complex is meeting needs; oversees use and scheduling of facilities for optimum utilization of programming spaces, revenue generation and cost recovery.
- Selects, trains, motivates, and evaluates assigned personnel.

IDEAL CANDIDATE

Deputy Director of Arts and Recreation

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The ideal candidate is a proven self-starter with diverse knowledge and experience in all areas of Recreation. They should be able to provide customer service at the highest level while balancing the needs and management of their team.

Minimum qualifications include (but are not limited to) at least five (5) years of progressively responsible recreation program administrative experience and supervisory responsibility. At least three (3) years of the experience with direct supervision of recreation program development and delivery. A bachelor's degree or equivalent from an accredited college or university with major coursework in recreation administration, business administration, public administration, or a related field is required. Certified Parks and Recreation Professional (CPRP) or Certified Parks and Recreation Executive (CPRE) is a plus.

Preferred skills and experience includes extensive management and administrative experience in Arts, Parks, and Recreation, local government, community services delivery model (e.g. working with Library) or a related field. Experience and certification in aquatics programming, pool/spa operation and maintenance, and event management is highly desirable.

KNOWLEDGE SKILLS AND ABILITIES: (Including but not limited to)

- Operational characteristics, services, and activities of municipal recreation and community service programming.
- Theories, principles, operational practices and trends of public recreation program development and administration.
- Marketing theories, principles and practices and their application to the arts and recreation industry.
- Principles and practices of public administration, municipal budget preparation and administration, and human resources.
- Pertinent federal, state, and local laws, codes, and regulations.
- Create a collaborative and creative team environment, high morale and high functioning staff.
- Participate in the development and administration of division goals, objectives, and procedures. Conduct studies, analyze data, and draw sound conclusions.
- Work cooperatively with representatives of other agencies, local organizations and the public.
- Develop and maintain public and private partnerships.
- Demonstrate an awareness and appreciation of the cultural diversity of the community.

SALARY AND BENEFITS:

\$11,086 to \$14,857/month effective July 1, 2024

Health and Dental Insurance – The City pays the full premium for the Kaiser Family Plan and up to the same amount for an HMO with Western Health Advantage. The City pays the full premium for family coverage with Delta Dental.

Leave – the City offers generous leave, including: Vacation (2 to 5 weeks depending on service time), Sick Leave (12 days), Holidays - 15 total (11 named plus 4 floating), Administrative Leave (up to 8 days) per year.

Retirement – New employees with no prior CalPERS service or a break in CalPERS service of 6 months or more: CALPEPRA (2% @ 62). Classic CalPERS members (2% @ 55). 457 Deferred Compensation Plan (with up to \$600 in matching by the City)

Schedule – City staff typically work a "9/80" schedule with alternating Fridays off. This position is eligible for consideration of hybrid telework options and flexible hours following successful completion of a probationary period.

Other - City pays the premiums for a \$50,000 life insurance plan, as well as Long-Term Disability insurance. Career development program and ample training. Free & discounted use of City recreational facilities and programs, including: indoor pool, gym, fitness classes, summer camps, enrichment classes, and more!

APPLICATION INSTRUCTIONS:

To apply, please visit www.CalOpps.org. Utilizing the application process in the link, please also upload your Cover Letter and Resume. **Filing deadline is Monday, May 27, 2024 at 5:00pm.**