



the City of

Belmont

California

**Invites your interest
in the position of**

Parks and Recreation Director

"To ensure and enhance the quality of life for the Belmont Community by providing cultural, social, and recreational opportunities in the City's parks, recreational facilities, and open space."

The Organization

The City of Belmont is a general law municipality operating under a Council/Manager form of government. Incorporated in 1926, the City is governed by a five-member City Council. Council Members are elected at large. The Mayor and Vice Mayor are selected by his/her peers, and the seat typically rotates on an annual basis. The City Clerk and City Treasurer are also elected. Elected officials serve four-year terms and there are no term limits in Belmont.

The City Council appoints the City Manager and the City Attorney. The city departments include Public Works, Community Development, Police, Parks and Recreation, Finance, Information Technology, Human Resources, City Manager, and City Attorney.

Fire protection is provided by the Belmont Fire Protection District in partnership with the cities of San Mateo and Foster City and are exploring a joint powers authority structure.

Water is provided to Belmont by the Mid-Peninsula Water District. The Belmont Library is operated by the County of San Mateo in a City-owned state of the art library which opened in 2006.

Belmont's General Fund budget for FY 2018 is \$24.9 million. Looking forward, the City's five-year forecast projects future General Fund balances to be above the minimum reserve requirement and achieving the policy reserve target. The Budget also provides \$12.7 million for capital projects.



The Community

The Community, known for its wooded hills, views of the San Francisco Bay and stretches of open space, is perfectly located midway between San Francisco and San Jose on the border of California's dynamic Silicon Valley. Belmont has a population of approximately 27,073 and is a lovely and quiet suburban community spanning approximately four-square miles. The residents take pride in maintaining and protecting the unique character of their neighborhoods. As such, they are organized into several active neighborhood associations and are actively involved and passionate about their high-quality City. Belmont is a well-balanced community offering housing, recreation and parks, retail and service businesses, a quality education system and easy accessibility to public transportation.

Why Join Belmont?

- *Work in a beautiful, Mid-Peninsula location, a wonderful community that truly cares, while close to exciting places.*
- *Be part of the senior management team in a well-managed organization.*
- *Build upon a history of financial stability and best practices.*
- *Make a difference and lead your team to new heights.*
- *Exciting times -Be part of Belmont's economic growth and development!*

Examples of the Director's Key Priorities

- Develop the Twin Pines Park Master Plan
- Complete Belmont Sports Complex Synthetic Turf Project
- Build a New Barrett Community Center
- Develop a Park and Open Space Master Plan
- Re-negotiate the Joint Use Agreement with the School District

The Position

The Parks and Recreation Director is a key member of the City's senior management team reporting to the City Manager. This at-will position will manage an operating budget of \$8.5 million, and is responsible for leading a department of 23.5 FTEs, 50 part-time staff, and volunteers, management of 14 parks, 11 athletic fields, 335 acres of open space, and has oversight of robust recreation programs for seniors, adults, teens, and youth, the rental of City buildings and picnic areas, and the coordination of youth sports program and City run pre-schools. The Director works closely with the City's Parks and Recreation Commission to create and evaluate strategies for services and facilities.

A complete job classification/description can be found [here](#).

The Ideal Candidate

The ideal candidate will possess six years of increasingly responsible parks and recreation experience including three years of management and administrative responsibility or a minimum of five (5) years of experience serving in a supervisory/management capacity in a similar setting.

Local government experience and/or current or prior experience serving in a parks and recreation supervisory or management capacity within similarly sized community is ideal. A Bachelor's degree in public, business, or recreation administration, parks management, or related discipline is required. A Master's degree is preferred.

The new Director will have a proven track record of success with project management and multiple program administration; implementing effective community outreach strategies and demonstrated ability to bring internal and external stake holders together around common goals.; modelling and enforcing the delivery of exemplary customer service at all levels, strong supervisory/performance management skills. This leader will think strategically, is collaborative, forward thinking, creative and bring innovation to deal with difficult problems and issues, have strong communication and interpersonal skills necessary to create and development relationships across all levels.

This leader will have the ability to create a culture of accountability, motivate and reenergize staff to maximize their full potential, develop staff, and will be instrumental in the transformation (improving the image of government workers to be highly productive, high performers, results-oriented, innovative, and customer service driven) in providing effective and efficient services to our Community.

The individual selected will be a leader in the industry, knowledgeable of best practices, and will take appropriate risks to take the department to the next level. The individual will be expected to be actively engaged in the profession at the regional and state levels.

Compensation and Benefits

The salary range for the Parks and Recreation Director is \$13,126 - \$16,408 per month. Placement in the range will depend on qualifications.

The City offers an [attractive benefits package](#) which includes the following benefits:

Retirement

Benefits are provided by the CalPERS offering 2% @ 55 for classic members (employee contributes 7% pre-tax) and 2% @ 62 for new members per the Public Employees' Pension Reform Act of 2013. Belmont does not participate in Social Security.

Deferred Compensation Program—457 Plan

The City contributes \$200 monthly to the employee's deferred compensation account. The employee is able to contribute additional monies via pre-tax payroll deduction.

Health Insurance

The City contracts with CalPERS (California Public Employees Retirement System) for health benefits, the program offers HMO plans such as Kaiser, Blue Shield and Blue Shield Net Value; and PPO plans administered through Blue Cross. The City covers premiums up to the Kaiser Employee 2 or more dependent rate -- \$2,027.64 per month, effective January 1, 2018.

Retirement Health Savings (RHS) Account

The City contributes monthly into an account with contributions based on years of service ranging from \$150 per month to \$300 per month for employees hired on or after January 1, 2013.

Life /AD&D, and Long Term Disability Insurance

The City provides Basic Life/AD&D \$350,000 and long term disability policy. Additional life insurance available to purchase for employee and/or spouse.

Dental Insurance

The City pays the full cost for the employee's participation in the Delta Dental Plan. Employees can enroll additional dependents at \$5.00 per individual and \$10.00 per family per month.

Vision Reimbursement Plan

The City contributes to a vision care reimbursement program for the purpose of reimbursing vision expenses for employee and eligible dependents.

Holidays/General Leave/Administrative Leave

Twelve paid holidays with two floating holidays after one year of service. General leave ranges from 22 day to 34 days annually depending on service. 80 hours of administrative leave granted January 1st of each fiscal year.



To Apply

Qualified candidates are invited to apply for this exceptional career opportunity by submitting a cover letter and resume to Cora Dino, Human Resources Director at cdino@belmont.gov as soon as possible.

The application period is expected to close on **November 10, 2017**. The City reserves the right to extend the filing period as necessary dependent on the pool of applicants.

The most qualified candidates will be invited to participate in the interview process. Possession of the minimum qualifications does not guarantee advancement in the selection process.

The provisions of this job announcement do not constitute an expressed or implied contract. Any provisions may be modified at the City's discretion.

The City of Belmont is an EQUAL OPPORTUNITY EMPLOYER. We will accommodate requests for accommodations pursuant to ADAAA upon request, please email cdino@belmont.gov