



# **DIRECTOR OF PARKS, RECREATION, FACILITIES, & CULTURE**

Annual Salary: \$202,267 - \$266,614  
DOE/DOQ

*A visionary leadership opportunity in a dynamic, community-focused city.*



# The Opportunity

Reporting to the City Manager, the Director provides strategic and operational leadership across all divisions, ensuring the City's parks, facilities, and programs meet the highest standards of excellence and accessibility.

## Key Responsibilities

- Direct all aspects of parks, recreation, facilities, and cultural programming
- Oversee capital improvements, planning, and project delivery
- Manage departmental budgets, funding sources, and grant opportunities
- Lead staff development, recruitment, and performance management
- Strengthen partnerships with community organizations, commissions, and regional agencies
- Advance innovation, sustainability, and inclusion across all operations

# The Ideal Candidate

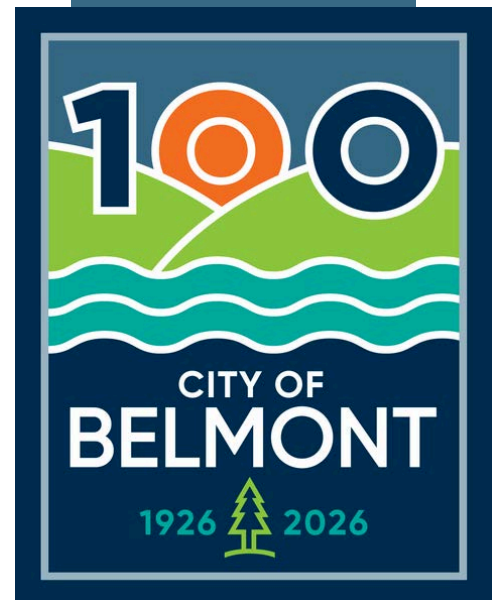
Belmont seeks a forward-thinking, collaborative leader who thrives on community engagement and operational excellence.

## Professional Background

- Significant experience in municipal parks, recreation, and facilities management
- Strong financial and capital project management skills
- Proven ability to lead diverse teams and cultivate partnerships
- Knowledge of public funding mechanisms, grants, and nonprofit collaboration
- Effectively delivers clear and persuasive presentations that inspire engagement and support.
- Communicates vision, policies and project updates to City Council, commissions, executive leadership, community organizations, and the public

## Personal Attributes

- Visionary, strategic, and inclusive leadership style
- Exceptional communication and collaboration skills
- Commitment to sustainability, accessibility, and equity
- Energetic and passionate about community engagement and enrichment
- Navigates complex challenges in parks and recreation with a strategic and solutions-oriented mindset, balancing operational needs, fiscal constraints, and community priorities
- Politically astute and highly communicative, excels at developing trust and rapport with critical stakeholders.
- Relationship-builder who can engage the community, foster internal and external partnerships, and cultivate a positive and inclusive culture.
- Takes their cue from the community and finds a way to say "yes"
- Is approachable, caring, and compassionate
- Embodies a consensus-driven approach that unifies interests.



# About Belmont

Nestled on the scenic San Francisco Peninsula between San Francisco and San Jose, the City of Belmont is a vibrant, family-oriented community in San Mateo County. Known for its rolling hills, open space, and strong sense of belonging, Belmont offers an outstanding quality of life — safe neighborhoods, top schools, engaged residents, and abundant recreational opportunities.

Belmont values livability, sustainability, recreation, and cultural vitality. The City invests in its parks, facilities, and programs to enhance wellness, civic pride, and lifelong learning for all who live, work, and play here.



## Department Overview

The Parks, Recreation, Facilities, and Culture Department is a cornerstone of community connection — fostering health, wellness, culture, and environmental stewardship through high-quality programs, parks, and facilities that enhance the quality of life and reflect Belmont’s vision of vitality, sustainability, and inclusion.

The Department of Parks, Recreation, Facilities, and Culture oversees 16 developed parks, 11 athletic fields and more than 300 acres of open space, offers a full range of recreation and cultural programs for all ages, manages facility rentals, tree care, volunteers and community events, and handles operations, maintenance and capital improvements for all City buildings and park facilities.

- Funding Sources Include:
- Athletic Field Maintenance

- City Trees

- Recreation

- Facilities Management

- General Facilities

- General Fund

- Library Maintenance & Operations

- Parks and Recreation Donations

- Solid Waste

Belmont’s parks and open spaces are carefully maintained to provide residents and visitors valuable opportunities for relaxation, wellness, and social connection. Ongoing commitment to securing grant funding has enabled progress on key projects, including a large-scale fuel reduction program that assists the community in maintaining defensible space and vegetation management in targeted open space areas — ensuring safe emergency vehicle access and wildfire resilience.

The City has just completed the Belmont Creek Restoration Project in Twin Pines Park, which removed several high-risk blue gum eucalyptus trees to protect safety and biodiversity, cleared invasive species along the creek banks, restored the natural contours of the creek and finished native planting restoration. This creates an opportunity for additional park improvements as recommended in the Twin Pines Master Plan.

25.25  
Full Time  
Employees

\$11.1 Million  
Budget

16  
Developed  
Parks

Recreational  
& Cultural  
Events

300 acres of  
open space

160,000 Sq Ft  
Facilities/  
Buildings

# Department Service & Structure

## Parks Maintenance

The Parks and Facilities Maintenance Division ensures Belmont's green assets remain safe, attractive, and sustainable.

Key responsibilities include:

- Maintenance and repair of landscaping in 16 developed parks, 11 athletic fields, and over 300 acres of open space
- Oversight of 3 acres of developed right-of-way, 13 acres of undeveloped right-of-way, and 5.6 acres of medians
- Promoting Belmont's urban tree canopy through planting, maintenance, and succession planning
- Maintaining Belmont's designation as a Tree City USA and managing the tree removal permitting process
- Overseeing open space fuel reduction, invasive species removal, and trail maintenance
- Maintaining City and school district athletic fields
- Leading park and playground construction, improvements, and rehabilitation projects
- Managing waste collection, recycling, and composting programs in parks and public spaces
- Collaborating with Public Works on citywide infrastructure projects
- Implementing the Parks, Recreation & Open Space (PROS) Master Plan

Belmont's proactive approach to parks and open space management reflects a long-term commitment to safety, resilience, and community well-being.

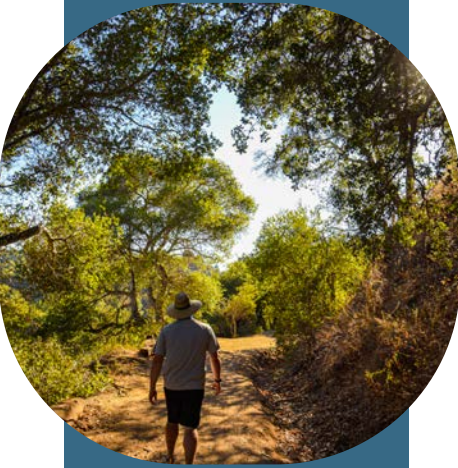
## Facilities Maintenance

The Parks and Facilities Maintenance Division is responsible for the efficient operation, repair, and sustainability of Belmont's public facilities.

Key functions include:

- Performing preventative maintenance for all City buildings
- Maintaining and repairing roofs, lighting, HVAC systems, fire safety equipment, doors, and windows
- Coordinating custodial services for municipal facilities
- Maintaining the Twin Pines Senior & Community Center as a designated Emergency Resource Center
- Overseeing energy and natural gas management, along with energy- and water-conservation projects
- Conducting facility assessments
- Coordinating maintenance of the Belmont Library and collaborating on facility enhancements with library staff

The division ensures that all City facilities, including two fire stations and the Belmont Library, are safe, functional, and sustainable—serving the community effectively every day.





# Department Service & Structure

## Recreation

The Recreation Division delivers engaging and inclusive programs that strengthen the social fabric of Belmont.

Highlights include:

- Offering accessible, welcoming, and age-friendly programs tailored to community needs
- Partnering with nonprofits and local organizations to expand recreation opportunities
- Operating licensed childcare, after-school, and youth enrichment programs
- Managing summer day camps, aquatics, and athletic field scheduling
- Fostering youth leadership through the Youth Advisory Committee (YAC) and VOICES volunteer program
- Providing volunteer opportunities for youth, adults, and community groups
- Offering education, wellness, and enrichment programs for adults and seniors
- Coordinating senior transportation and nutrition services at the Twin Pines Senior Center
- Supporting community festivals such as Celebrate the Music, Waterdog Run, and cultural celebrations (Lunar New Year and Diwali) in Twin Pines Park
- Managing the marketing, scheduling, and rental of City facilities for public, private, and nonprofit events

Through these initiatives, Belmont nurtures community spirit, wellness, and lifelong learning



## Community Engagement & Future Planning

Through the Community Conversation and the Your Voice, Your Belmont outreach programs, Belmont continues to engage residents in important discussions about aging facilities and community safety. A major focus is the 75-year-old Barrett Community Center, which is nearing the end of its useful life.

A centerpiece of the City's future is the planned Belmont Community Center—a modern, multi-use facility that will serve as the hub of recreation, arts, and community engagement, as well as an emergency resource center for the community.

The City recently completed an updated needs and cost assessment to continue advancing plans for a future Community Center that meets the evolving needs of Belmont's residents. While local fundraising efforts will be critical, public funding will also be necessary to realize the \$80 million facility.



# Upcoming Projects

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The new Director will lead the Department at an exciting time of progress and innovation, overseeing initiatives such as:

- Implementation of the PROS Master Plan recommendations
- Finance strategy and construction planning for the new Belmont Community Center
- Fuel reduction and vegetation management programs to protect open space
- Facility modernization and capital improvement programs across parks and civic sites
- Continued support of inclusive programs and cultural events that reflect Belmont's diverse community
- Implementation of the Public Arts program and development-related art in-lieu fees to provide funds for art installation on City property
- Member of the Leadership Team for the City's Centennial celebration
- Sustaining partnerships with the library, public schools, Rotary, community groups, and University of California Investments

***This is a pivotal leadership role with visible, lasting community impact.***



# Why Join Belmont?

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- A beautiful, engaged, and forward-thinking Bay Area community
- Major initiatives and capital projects ready for inspired leadership
- A supportive City Council and executive team that values innovation and results
- The opportunity to shape the future of Belmont's recreation, cultural, and open space legacy

# Minimum Qualifications

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**Experience:** Six (6) years of increasingly responsible parks and recreation experience including three years of management and administrative responsibility.

**Training:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in Recreation Administration, Business Administration, Public Administration or a related field.

# Salary and Benefits

The monthly salary range for the Parks, Recreation and Culture Director is \$16,855 to \$22,217. Your placement in the range will depend on your experience and qualifications.

The City offers a generous benefits package that includes:

- CalPERS retirement: 2 percent at 55 for classic members and 2 percent at 62 for new PEPRAs members
- City paid life insurance valued at \$350,000
- Twelve (12) paid holidays each year
- Eighty (80) hours of administrative leave (prorated based on start date)
- Two (2) floating holidays each year (prorated based on start date)
- General leave that grows with your tenure: years one through four accrue twenty two days annually
- Monthly auto allowance of \$200 to \$350
- Cell phone stipend or a City-issued phone
- A \$350 monthly City contribution to a 457 deferred compensation plan
- City coverage of the monthly Kaiser premium for Employee and Two Plus under the Flexible Benefits Plan
- Full City-paid employee dental coverage (nominal cost for dependents)
- Full City-paid vision coverage for employees and dependents
- Monthly contributions of \$150 to \$300 to a Retirement Health Savings Account based on years of service
- Access to the City's full [Compensation and Benefits Program](#)

## Application and Recruitment Timeline

 **Apply Via Calopps**

- Apply NOW! Open until filled
- Application Review - February 24th, 2026
- City Manager/Executive Team In-Person interviews - March 4th

*The City of Belmont is committed to fostering a diverse, inclusive, and equitable workplace. We value diversity and encourage all qualified applicants to apply.*