



Greater Vallejo Recreation District is Now Hiring for:

RECREATION SUPERINTENDENT!

We're looking for an enthusiastic, innovative, passionate,
creative, and highly motivated team builder!

[Download a job application on our website!](#)

Send filled out job application, resume, cover letter, and supplemental
questionnaire to: hr@gvrd.org

JOB ANNOUNCEMENT

Position: Recreation Superintendent

Department: Recreation

Job Opening Date: June 1, 2021

Location: 395 Amador St. Vallejo

Position Type: Full Time Exempt, At-will Confidential

Compensation and Benefits

The annual salary for the Recreation Superintendent will be \$97,260.80 to \$118,248.00. An at-will contract will be offered to the top candidate with an initial one year term in this executive level salaried position.

Moving forward, the Recreation Superintendent will negotiate additional contract years and terms with the General Manager. Additionally, GVRD offers an excellent benefits package including:

- CalPERS Retirement for both Classic Members and New Members as defined by PEPRA. Employees are responsible for paying the employee portion of the CalPERS retirement contribution.
- Generous vacation, sick, executive, and holiday leave.
- Healthcare benefits include options for:
 - CalPERS medical insurance;
 - Dental, Vision (100% District paid);
 - Deferred Compensation (No employer match and only those cafeteria funds not used for benefits);
 - *Cash in lieu if not electing benefits in the amount of \$225 per month with proof of comparable, full medical insurance through another source.
 - Pet Insurance
 - Life Insurance: Employer paid life insurance and AD&D policies – \$50,000.
 - Voluntary Employee paid life insurance and AD&D options
 - Employee Assistance Program
 - Travel Assistance

The District

The Greater Vallejo Recreation District is a Special Service District that has been serving area residents for over sixty years. As a Special Service District, GVRD operates as a separate government agency from the City of Vallejo. GVRD manages 407 acres of public park space including 20 neighborhood parks, 10 community parks, 6 special purpose parks, and Olympic-size swimming pool and 4 community centers. GVRD maintains over 1,000 acres of public land.

GVRD is governed by a five-member Board of Directors. With 30 plus full time and approximately 155 part-time and seasonal employees, GVRD operates on a 2020-2021 fiscal year budget of approximately \$10 million for general fund operations, recreation revenue and Measure K. The Measure K funding is being utilized to purchase necessary equipment, improve parks, facilities.

The Position

GVRD is looking for a dynamic, innovative, energetic, passionate, and interdepartmental team builder to join our Executive Staff to plan, organize, and manage the Recreation Department. Our top candidate will develop, and administer the divisional budget, attend Board meetings, prepare and present verbal and written reports, conduct site visits, supervise Recreation staff, collaborate with other District departments and the community, and take our Recreation Department to the next level!

ESSENTIAL DUTIES & RESPONSIBILITIES

- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Leads Recreation policy development and implementation.
- Prepares and submits a variety of reports, correspondence, grant requests, community notifications, press releases, and RFP/RFQs.
- Attends various meetings with internal and external committees. Facilitates direct report staff meetings.
- Drafts contracts and agreements. Conducts research into grants and submits applications.
- Manages Community Engagement and involvement in Recreational Services.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

Work requires managing and monitoring work performance of Recreational Services, including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department. Communications and discussions result in decisions regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.

FISCAL RESPONSIBILITY

This position is responsible for department-wide financial decisions and has major fiscal responsibility. The top candidate will assure that appropriate linkages exist between budget requests and departmental goals and objectives. The Recreation Superintendent monitors budget plans and adjusts as necessary to help both the department and the district excel.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Business, Public Administration, Recreation, or a related discipline
- Five (5) to seven (7) years' experience planning recreation programs, including supervisory experience, budget oversight, policy enforcement, and developing new recreational programming.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.
- Required Licenses or Certifications
- American Red Cross First Aid and CPR
- Driver License
- Aquatics Related certifications preferred.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of budget oversight and management
- Modern office procedures, methods and computer equipment, including applicable software
- Principles and practices of employee supervision
- Current theories, principles, practices, and application of recreation
- Innovative Recreation Programming

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships.
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios

Ability to:

- Meet schedules and deadlines of the work.
- Understand and carry out oral and written directions.
- Accurately organize and maintain paper documents and electronic files.
- Maintain the confidentiality of information and professional boundaries.
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships with District staff and Community members.
- Prepare clear and concise reports.

WORKING CONDITIONS & PHYSICAL DEMANDS.

This position is relatively free from unpleasant environmental conditions or hazards and is generally sedentary. Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time, salaried position on our Executive Team. Days and hours of work are generally Monday through Friday, 8:00 a.m. to 5:00 p.m. but there will also be occasions that require weekend and evening hours, including attending community events, responding to afterhours urgent needs, and coordinating response to afterhours alarms.

EEO STATEMENT
GVRD is an equal opportunity employer.



SUPPLEMENTAL QUESTIONNAIRE

Please respond to the questions below and include your one page response in your application packet.

- ***Briefly describe your experience preparing annual recreation division budgets. Include the size and organization/complexity of the budget.***
- ***Provide three examples of community outreach and staff engagement that resulted in programs and services filling a need or bringing residents together in the community.***
- ***Briefly describe two innovative revenue generating programs you've championed, or program ideas you would like to bring to the community in the future.***
- ***Briefly describe the leadership framework you use for building trust and a team atmosphere both at the departmental level as well as interdepartmentally.***



Please send your full application packet, which should include a filled out job application (which can be downloaded [here](#)), your resume, the answers to the supplemental questionnaire, and a cover letter to hr@gvrd.org.



JOIN US IN BUILDING COMMUNITY AND ENHANCING QUALITY OF LIFE THROUGH PEOPLE, PARKS, AND PROGRAMS!

