



City of **SACRAMENTO**

Youth, Parks, & Community Enrichment

Director of Youth, Parks, & Community Enrichment

ABOUT THE DEPARTMENT

As documented in the 2018-2023 Strategic Plan, the Department of Youth, Parks & Community Enrichment, as of 2017, had 300 full-time employees and approximately 1,300 part-time staff across the Department's four divisions. The new Strategic Plan reaffirms the Department's mission of empowering Sacramento's youth, improving its parks and facilities, and providing life-enriching programs. The Department has a strong community interface and works closely with the City's diverse population of constituents – including people of all ages, cultures, ethnicities, abilities, sexual orientations, interests and incomes - to understand their priorities and direction. By integrating the perspectives of its community, the Department supports parks and recreation facilities so that the spaces, services, and programs have a positive impact for all Sacramento community members. The Department oversees 3,400 acres of parkland and open space and 16 community centers and clubhouses.

THE OPPORTUNITY

The Director of Youth, Parks & Community Enrichment will oversee the department, including its three divisions of Youth Development, Parks and Open Space, and Recreation Facilities. The Director will have broad supervisory authority, in support of the staff, which can reach up to 1,700 employees in peak months. Executive direction is provided by the Assistant City Manager.

RESPONSIBILITIES

- Plans, organizes, manages, leads, and directs the overall operations of the Youth, Parks, & Community Enrichment Department including, but not limited to, those services related to youths/park development /operations/ maintenance, creation/leisure/ educational/literacy/tutoring programs, human services/senior programs, neighborhood services, open space, and golf course contract management.
- Selects, assigns, trains, directs, and evaluates subordinate staff, including subordinate managers, supervisors, professionals, and others; assures training and guidance for staff involved in various aspects of youth development, parks, recreation, and related services; oversees and implements disciplinary personnel actions when necessary.
- Administers, directs, and recommends the Department budget.
- Participates as a member of the City's Executive Team.
- Coordinates activities with City officials, other City departments, outside agencies and community-based organizations as appropriate; participates on committees and boards and in community activities; attends meetings, conferences, and workshops as appropriate; may testify in court and/or before legislative bodies.
- Directs and/or participates in the preparation of complex statistical and narrative reports, correspondence, and other documents, including those required by law; makes presentations to City officials as required; performs special projects as assigned.



THE IDEAL CANDIDATE WILL POSSESS

- Demonstrated experience in personnel management that displays an approach of decisive leadership while acknowledging and recognizing the performance and success of others.
- Cultural competency, as the City of Sacramento is an incredibly diverse place in terms of socioeconomic background and ethnicity; genuine commitment to managing diversity in the workplace.
- The ability to nourish and foster relationships with the Mayor, City Council, senior staff, City departments, the community, developers, and other agencies and key stakeholders.
- With a renewed emphasis on youth development, the ideal candidate will have the ability to partner with Sacramento's neighborhoods to improve social structure and infrastructure in order to meet this goal.

MINIMUM REQUIREMENTS

Experience and Education

Any combination of education and experience that would provide the required knowledge and abilities is qualifying.

Experience

Eight years of broad and extensive supervisory administrative experience in youth development and programs, municipal parks and recreation work, including at least two years in a management position at a level equal to or greater than the Sacramento City class of Recreation Manager. Ideally, such administrative/management experience should have been gained in a large (population 250,000 or more) metropolitan jurisdiction.

Education

Graduation from an accredited college or university with a Bachelor's degree in parks or recreation management,

one of the natural or physical sciences, public administration, or a related field.

Substitution

A Master's degree in one of these educational fields may substitute for one year of the required supervisory (not management) experience.

Driver License

Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

COMPENSATION AND BENEFITS

The base salary for this position is **\$140,798.34 to \$211,197.52** annually.

Employee benefits can be found with the recently updated class specifications for this position, located here: <https://www.governmentjobs.com/careers/saccity/classspecs/33258?keywords=director&pagetype=classSpecifications>.

APPLICATION PROCESS

Please visit koffassociates.com/jobs to apply. Follow the link above for the full job listing or call 916-808-5726 for more info.

****Applications are due by Monday, April 1st.****

Following the closing date, applications and resumes will be screened according to the qualifications outlined above and the most qualified candidates will be invited to an on-site interview. The on-site interviews are tentatively scheduled to occur the week of April 15th.

The City of Sacramento is an equal opportunity employer encouraging workforce diversity.