



**SANTA CLARA  
COUNTY PARKS**



# **Deputy Director of Parks and Recreation**



**Koff & Associates**  
A Gallagher Company

## THE COUNTY OF SANTA CLARA

Located at the southern end of the San Francisco Bay Area, Santa Clara County is the most populous county in the Bay Area region, and one of the most affluent counties in the country. The fertile Santa Clara Valley runs the entire length of the County from north to south, ringed by the rolling hills of the Diablo Range on the east, and the Santa Cruz Mountains on the west. The County is a major employment center for the region, providing more than a quarter of all jobs in the Bay Area. Known as "Silicon Valley", Santa Clara County is headquarters for such companies as Apple, Facebook, Sun Microsystems, Hewlett Packard, Google, Yahoo, eBay, Intel, and many others. Rich in ethnic and cultural diversity, the County's population of over 1.75 million enjoys a temperate climate year-round due to the area's geography and proximity to the Pacific Ocean. With access to all of the San Francisco Bay Area attractions, the County has long been considered one of the most attractive areas to live and work. The County is home to three major universities - Stanford University, Santa Clara University and San Jose State University - as well as excellent community colleges. The County seat is located in San Jose, and residents are served by the Norman Y. Mineta San Jose International Airport. The County is governed by the five-member Board of Supervisors who are elected by District to four-year terms. Santa Clara County voters also elect the District Attorney, Sheriff and Assessor. The

Board convenes in regular session twice a month to set policy for County departments. The County operates under a "charter" form of government approved by voters in 1951 and most recently revised in February 2021.

To learn more about the County of Santa Clara, go to: [www.sccgov.org/sites/scc/Documents/home.html](http://www.sccgov.org/sites/scc/Documents/home.html)



## ABOUT COUNTY OF SANTA CLARA PARKS

County Park's six-decade legacy of providing outstanding recreational opportunities in beautiful natural locations has resulted in one of the largest regional park systems in the California. Since the first County parkland was acquired in 1924, the Santa Clara County Park system has grown to include 28 regional parks encompassing over 52,000 acres of land.

Our dedicated ranger, maintenance and interpretive staff are necessary complements to the overall park experience, taking an active role in the stewardship of the County's finest natural resources and waterways especially with the assistance from our 1,400 volunteers who selflessly donate more than 60,000 hours of labor each year.

***The mission of the Santa Clara County Parks & Recreation Department is to provide, protect, and preserve regional parklands for the enjoyment, education, and inspiration of this and future generations.***

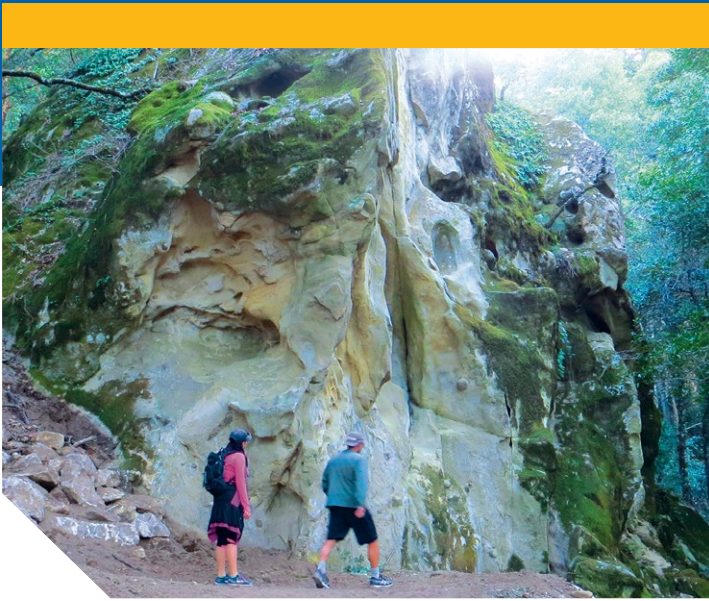
## THE POSITION

The Deputy Director of Parks and Recreation assists in the planning, supervision, and administration of the various activities of the County Park system including Visitor Services and Facilities such as Rangers, Maintenance, Environmental Compliance, Specialty Parks, Strategic Partnerships and Volunteers. May serve as the department head in the absence of the Director.

**Duties and Responsibilities include, but are not limited to the following:**

- Manage, plan, and implement visitor serving programs; redevelopment and maintenance of park facilities; development and implementation of educational programming; the protection, preservation, and education of cultural, historical and natural resources; and other duties as may be required.
- Oversee the day-to-day operation and maintenance of the County Park system.
- Manage the selection, training, supervision and evaluation of staff.
- Responsible for participating in the approval and implementation of the master plan for the County Park System.
- Oversee Park Ranger operations and public safety division.





- Responsible for negotiating, approving, and monitoring contractual agreements with other County agencies and private contractors to provide for facility maintenance, park programming, and services.
- Develop budget recommendations and monitors expenditures for areas of responsibility.
- Consult with the Director in the formation of administrative policies for the department and assumes responsibility for implementation of same.
- Act as a consultant to the other division heads on policies and inter-departmental relationships.
- May act as department head in the absence of the Director.
- Perform other related work as required.

## THE IDEAL CANDIDATE

The ideal candidate will be a strategic, solutions-oriented and diplomatic business partner able to build the trust and support of staff and the community. Strong leadership, diplomacy, and interpersonal skills are necessary to engage with the public, staff, and other County departments to ensure thoughtful and effective community engagement, collaboration, and implementation of best practices that benefit community programming and services. The successful candidate will be a change agent, assisting the Division as it continues to develop policies, processes and procedures that improve its services and support to residents. Excellent communication skills and a track record of building a high performing, team-oriented working environment is ideal. The selected candidate will have high integrity, and possess a passion for public service, serving communities at all levels and demographics; an entrepreneur from within who recognizes this opportunity to create and establish an effective and efficient administrative infrastructure for long-term success.

## KEY ATTRIBUTES AND CHARACTERISTICS

- A focus on excellent customer service and community advocacy.
- Excellent written and verbal communication and interpersonal skills able to command confidence and respect while negotiating through complex issues and challenges.
- An effective manager of projects and people. A team builder and collaborator that exhibits leadership and a positive presence while building and maintaining effective relationships with a diverse staff and community population.
- Financial acumen to administer and identify budget problems, staff shortage, and devise procedural change and positive resolution. Must be solutions oriented.
- The ability to plan, organize, direct, coordinate and evaluate the staff and functions of a complex and comprehensive governmental parks and recreation department that includes a Park Ranger/law enforcement component.
- Politically astute, forward-thinking, resourceful, and an excellent staff manager who is able and willing to listen to and work collaboratively; a leader who understands the need to solicit buy-in and is sensitive to various community and populations to affect positive change and encourage park attendance to underserved residents.

## QUALIFICATIONS

The required knowledge and abilities would typically be acquired through education and experience equivalent to:

- Bachelor's degree in Parks and Recreation Administration, Landscape Architecture, Natural Resources Management, Public or Business Administration, or a related field.
- Four (4) years progressively responsible administrative/management experience in a significant parks and recreation department or other large comparable agencies.
- Two (2) years of which should include experience supervising staff and functions with responsibility in park operations, maintenance, interpretation, natural, cultural and historical preservation, and other public parks services.

## COMPENSATION AND BENEFITS

**The salary range for this position is \$165,494 - \$212,288.**

Salary is dependent upon qualifications.

The County provides a generous Executive Management benefit package that includes:

- Santa Clara County employees are members of the California Public Employee Retirement system (CalPERS).
- Health Insurance: Three health plans available: Kaiser, HealthNet, or County of Santa Clara's very own Valley Health Plan.
- Administrative Leave: In lieu of personal leave, education leave, bereavement leave, etc.
- Dental Insurance: Delta or Liberty Dental.
- Vision Insurance: VSP Plan with both single and family premiums provided.
- \$200,000 Double Indemnity Term Life Insurance coverage paid by the County
- Annual Leave: 36 days per fiscal year/13 paid holidays per calendar year
- Annual Leave Cash-Out Program
- Deferred Compensation Program available
- Relocation Assistance available

Additional information about benefits can be found on the County website:

[https://employeeservices.sccgov.org/sites/g/files/exjcpb531/files/Documents/Executive%20Benefits%20Package%20Brochure\\_4.pdf](https://employeeservices.sccgov.org/sites/g/files/exjcpb531/files/Documents/Executive%20Benefits%20Package%20Brochure_4.pdf)



## APPLICATION PROCESS

**The final filing date is Friday, May 20, 2022.**

To be considered for this exceptional career opportunity, please submit your cover letter, resume, and five work-related references (who will not be contacted in the early stages of the recruitment). Resumes should reflect years and months of employment, positions held, as well as size of staff you have managed.

Forward to: <https://koffassociates.com/deputy-director-of-parks-recreation/>

For additional information, please contact:



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Website: <https://koffassociates.com/>

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to the County. The County will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.



**The County of Santa Clara is an Equal Opportunity Employer and values diversity at all levels of the organization.**