



CITY OF PASADENA

Director Of Parks, Recreation & Community Services



PASADENA



Koff & Associates
A Gallagher Company



THE CITY OF PASADENA

The City of Pasadena is located in the west foothills of the San Gabriel Mountains approximately 10 miles from downtown Los Angeles. Incorporated in 1886, Pasadena is an ethnically and economically diverse and culturally rich community of residents who enjoy the City's high quality of life and wide variety of services for virtually every age and lifestyle. With a population of approximately 140,000, Pasadena is nationally recognized as a destination City for employment, tourism, education, living, arts & entertainment, and innovation. Pasadena is often ranked among the nation's "Top Ten" small- to mid-sized cities in many categories, most notably livability and quality of life. The City takes immense pride in maintaining its historic character and high standard of living while working toward a sustainable future with the right balance of commercial, residential, and retail development. The 12-square-block shopping and entertainment district known as Old Pasadena is a classic example of the City's success, balancing architectural and historical preservation with smart economic growth and urban living in a pedestrian and bicycle-friendly environment. The Playhouse District, anchored by California's State Theater, the Pasadena Playhouse, also maintains many of the original structures while providing a thriving center for culture, commerce, and community. In addition to its strong economic base, Pasadena has one of the highest number of arts and special events venues per capita in the U.S. Home to the internationally famous Tournament of Roses Parade, Norton Simon Museum, Rose Bowl Stadium, Pasadena Convention Center and Civic Auditorium,

the USC Pacific Asia Museum, the Gamble House and many others, Pasadena is easily recognized throughout the world. On a regular basis, the City hosts large-scale events that can attract hundreds of thousands of attendees in just a weekend. Pasadena is home to top engineering, finance, R&D, technology, and healthcare companies, and is recognized as a center for innovation and design, human creativity, and logic as well as institutions such as California Institute of Technology (Caltech), Art Center College of Design, and Pasadena City College. Pasadena's strong innovation economy has attracted more than \$25 billion in federal R&D funding since 2001, more than any other innovation hub in the U.S.

ABOUT THE DEPARTMENT

The Parks, Recreation, and Community Services Department operates four recreation and community centers, one teen center and maintains 26 parks (with over 1,000 acres) providing the community with places for active and passive recreational activities with gorgeous views, tranquil walkways, sporting grounds and exciting playgrounds. The Director oversees a solid team of 155 employees with an additional 100+ seasonal and part-time staff. The annual budget is approximately \$24 million and the department provides staff support to eight City Council-appointed commissions. Programs provided include an array of self-improvement and exercise classes, youth and adult sports leagues, support for various legal issues and document preparation, and youth workforce development, as well as multi-cultural festivals and events, and programming for youth through seniors, adaptive and inclusive recreation, before and after school care, and teen activities.



PASADENA

MISSION STATEMENT: The Parks, Recreation, and Community Services Department is committed to providing the City of Pasadena with a wonderful place to live, work, and play which contributes to a connected, healthier, vibrant, and diverse community. This is done by preserving and improving the physical, social, and economic health of Pasadena neighborhoods by delivering well maintained parks and open spaces and inclusive, innovative, and progressive recreational and community service programs.



To learn more about the Department of Parks, Recreation and Community Services, go to: <https://www.cityofpasadena.net/parks-and-rec/>

THE POSITION

The Director of Parks, Recreation and Community Services is responsible for the maintenance, development and administration of programs and operations of City parks and open space, recreation and community centers, recreation programming, and community services in a diverse and multicultural community.

Requirements

The ability to establish, facilitate and maintain collaborative working relationships with a wide variety of community leaders and City staff; communicate effectively verbally and in writing with all levels of employees, City officials, chief executive officers of community service providers, and other public agency staff; build consensus, resolve conflicts, empower the community and conduct effective meetings; facilitate the development of active community service provider networks; identify and provide appropriate levels and types of staff support and technical assistance to City and community groups; identify and articulate common interests as a basis for joint action; develop and manage budgets; conduct a variety of complex research and analysis; prepare presentation-quality narrative and statistical reports; and compile requisite data and make informed, data driven decisions.

THE IDEAL CANDIDATE

The ideal candidate will be a high energy, fair, and culturally aware recreation and community services professional. This position requires thorough knowledge of the principles and practices of parks maintenance and open space management, recreation operations, and community services programs and procedures. The successful candidate will have a solid background in performance

measurements, public administration and governmental structures and operations, program development and administration, budget preparation, internal controls and management, and collaborative and effective communication skills. This position requires solid leadership with excellent interpersonal skills, responsiveness, approachability and effective public relations skills. The selected candidate must have a proven track record and can demonstrate the ability to work positively and effectively with staff, develop talent, and promote positive morale and develop a team-oriented working environment.

Key Attributes and Characteristics

- A solid role model with a positive presence who values diversity, demonstrates initiative, is action-oriented, exercises good judgement, treats others with respect, and is open and approachable.
- Able to lead and inspire trust from a diverse and passionate group of staff, volunteers and community members.
- A skill set in analyzing problems, and identifying solutions, project consequences of proposed actions and implementing processes and procedures in support of departmental goals.
- A leader who can blend innovation and creativity, think outside the box, can creatively move the department in a positive direction, or next step, while acknowledging and responding to its challenges.
- Able to plan, analyze and evaluate programs and services, operational needs, and fiscal constraints.
- A good-natured and approachable leader who is visible and actively engaged within the organization to ensure quality customer service.
- The ability to have fun and develop congenial relationships with colleagues, and build the community experience and the parks, recreation, and community services environment.



QUALIFICATIONS

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

- A Bachelor's degree in recreational administration, urban planning, social services, public or business administration or a related field.
- A Master's degree is desirable.
- Five years of upper management experience in recreation, community services and/or park maintenance.

Knowledge, Skills and Abilities

Extensive knowledge of current issues and service delivery systems in a wide range of community services, including physical and mental health, and employment training for all youth and young adults and for diverse, multicultural communities; contemporary neighborhood and community service delivery networks and providers, including public agencies, and non-profit and private sector organizations; private and governmental community services funding sources; grant-writing and grant administration; state and federal legislative processes.

SALARY AND BENEFITS

The salary range of this position is \$186,288.00 - \$232,860.00 DOE.

The City of Pasadena offers a generous benefit package that includes:

- **CalPERS Retirement:** 2.5% @ 55 for Classic members (employee pays 10%); 2% @ 62 formula for new members (employee pays half of the normal cost and 2% cost-sharing, a total of 9.75% as of July 1, 2023). The City does not participate in Social Security.
- **Health Insurance:** The City provides an allowance to assist with medical premiums. The 2023 allowance for Employee + 2 coverage is \$1,919.55 per month (Employee only = \$738.29; Employee + 1 = \$1,476.58) and is adjusted annually.
- **Dental Insurance:** The City contributes 100% of employee only PPO premium. For employees who cover a dependent, Pasadena contributes an additional \$80 per month toward premiums.
- **Vision Insurance:** The City offers vision care plans for employees. Enrollment is optional and premium is paid by employee.
- **Vacation Leave:** Accrual rate of 120 to 200 hours per year based on years of service.
- **Life Insurance:** Pasadena provides life insurance and accidental death and dismemberment coverage in the amount of \$200,000.
- **Short Term Disability:** Pasadena provides short term disability for each employee in the amount of 66.67% of each employee's covered weekly salary (maximum weekly benefit of \$2200).
- **Long Term Disability:** Pasadena provides long term disability coverage in the amount of 66.67% of each employee's covered monthly salary (maximum monthly benefit of \$8000).
- **Management Time Off:** 40 hours per year and up to an additional 80 hours annually at the discretion of the City Manager.

- **Other Leave:** 80 hours of sick leave accrued per year.
- **Eleven (11) paid holidays.**
- **Bonus Pay:** May be provided on an annual basis at the discretion of the City Manager, up to 12% of base pay based upon consistent and highly meritorious or superior performance.
- **Housing & Relocation Assistance:** Available
- **Vehicle Allowance:** \$475 per month with City Manager approval.
- The City administration operates on a "9/80" schedule, closing on alternate Fridays.

For additional details, please see the Salary Resolution <https://www.cityofpasadena.net/human-resources/labor-relations/#salary-resolutions-for-executive-management-employees>.

APPLICATION AND RECRUITMENT PROCESS

The final filing date is Friday, June 9, 2023.

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/director-of-parks-recreation-community-services/>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact :



Frank Rojas
Phone (510) 495-0448
Email: frank_rojas@ajg.com
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 City. The City 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.

