



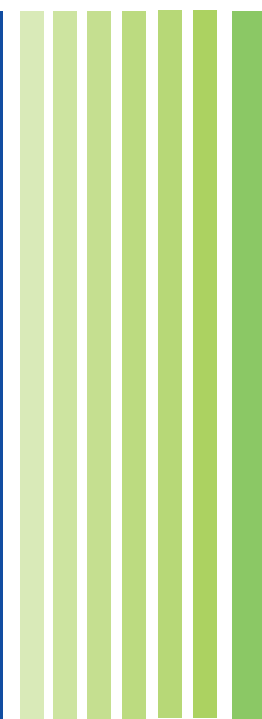
Koff & Associates
A Gallagher Company



CITY OF PATTERSON



Director of Recreation and Community Services



THE COMMUNITY

In the heart of the San Joaquin Valley, the vibrant City of Patterson offers residents a safe, diverse, and friendly community rich in heritage. The City has an estimated resident population of 23,808 and is located in Stanislaus County. It is 45 miles southeast of Livermore and part of the Modesto Metropolitan Statistical Area. Patterson is known as the “Apricot Capital of the World”. Patterson is a rural, small town surrounded by agricultural land and has grown immensely during the past decade.

Agriculture and Industrial Warehousing is the City’s primary economy with an array of fruits and vegetables from apricots, almonds, and walnuts, as well as row crops of dry beans, tomatoes, broccoli, spinach, peas, and melons all playing an important role in Patterson’s history. During the first weekend in June, Downtown Patterson hosts the City’s largest celebration of the year, the Apricot Fiesta. The Fiesta starts on a Friday and ends on Sunday and offers an array of fun for the entire community.

Today, Patterson continues to take pride in its rich heritage while promoting balanced growth in a well-planned and growing community. New neighborhoods blend well with the historical homes of Patterson’s past. Commercial and industrial growth also meet design guidelines which enhance the community.

GOVERNANCE

The City operates under a Council-Manager form of government. The City Manager is responsible for all City Departments including Administration, Finance, Public Works, Recreation & Community Services, Fire, Planning, and Engineering. The City’s Mission is preserving and enhancing the small-town quality of life while providing a high level of responsive local government services and the promotion of inclusive public participation in planning the City’s future and embracing its heritage. The City employs approximately 147 full-time and 153 part-time employees with an annual budget is \$135 million.



THE POSITION

Under the general direction of the City Manager, the Director is responsible to plan, direct and lead the planning, development, maintenance and operation of all recreation facilities and community service programs for our City Youth, Senior and Adult residents. The Director will provide responsible and complex leadership to demonstrate the role of recreation in enhancing community vitality. He/she will be responsible for research and evaluation as part of strategic planning. The Director will represent the City to other agencies and organizations to develop partnerships that nurture the City’s community programs and facilities. The Director will facilitate community problem solving and have the ability to be flexible and change plans based on the needs of the community. The Director will be committed to the professional development of staff and perform related duties as required.

Key Functions

- Develop community knowledge and build partnerships and coalitions that will identify the Department as a community focal point.
- Engage in strategic thinking to analyze and evaluate the present and future needs for recreation and community service programs and facilities.
- Formulate and recommend Department policies, priorities and objectives that will offer recreation experiences and foster human development, health and wellness, cultural unity, safety and security, and community identity.
- Research trends, demographics and assess community needs to project changes and to plan strategically for the future.
- Manage the selection, supervision, training and evaluation of Department personnel. Evaluate personnel based on performance. Counsel personnel to correct deficiencies and implement disciplinary procedures as may be necessary.



- Continuously monitor and evaluate the efficiency and effectiveness of programs and services, based on desired outcomes. Assess workloads, administrative support systems, and internal working relationships to identify opportunities for improvement.
- Direct the maintenance services for all recreation facilities to ensure the safety and security of users.
- Provide advisory support to the Recreation Commission and Senior Board, and act as liaison to other citizen committees, community agencies and governmental agencies to facilitate land conservation, park development and the delivery of recreation programs and services.
- Assist with and negotiate with residential developers and other public agencies for dedication of land or fees for park purposes.
- Prepare and administer the Department operating and capital improvement budgets, manage capital equipment purchases and all expenditures and revenue of the Department.
- Coordinate the development of grants, legislative appropriations, corporate sponsorships, donations and other fund-raising programs to fund services and programs.
- Assist the City Manager with special projects such as tourism promotion and community marketing efforts.
- Establish a customer service philosophy in the Department to respond to citizen inquiries and resolve difficult or controversial issues.
- Prepare and present verbal and written reports to City Council, Commissions, governmental agencies and community groups.

THE IDEAL CANDIDATE

The ideal candidate will be an innovative, creative, forward-thinking, inspirational leader that manages with integrity, intelligence, high energy, and humility. The incumbent will have the ability to identify, evaluate, and execute revenue strategies and enhancements as well as the ability to spearhead growth and facility development. The successful candidate should be a change agent with strong communication and interpersonal skills with the ability to build solid working relationships with staff, department heads, elected officials, and other key stakeholders. The City is building a strong leadership team and the successful candidate should continue to build on this positive approach of collaborative teamwork, employee development, and creating trust with colleagues through active listening and solutions-oriented dialogue. The next Director of Recreation and Community Services must have a solid understanding of recreation programming, sports facilities, and development of staff and facilities. They must be hands-on, and possess a willingness and the ability to mentor employees while creating a positive working environment – be accessible, approachable, accountable for decision making and be open to new ideas.

Key skills and attributes

- Knowledge of current theories, principles and practices common to public administration, park planning, development and maintenance and recreation programming.

- Team-oriented compassionate leader committed to employee empowerment, problem solving and customer service.
- Skills in resource development to garner grants, legislative appropriations, donations, sponsorships and in-kind services for programs.
- Ability to “multitask” to handle competing priorities and demands.
- Ability to facilitate employee and community groups to solve problems, resolve conflicts and work effectively and collaboratively.
- Skills in monitoring and evaluating program results and demonstrating outcomes both qualitatively and quantitatively.
- Political acumen and community relations ability to build partnerships and advocacy for the Department.
- Leadership skills to establish and promote a vision for the future and motivate others to embrace that vision.
- Principles and practices applying to land use, contract development and administration.
- Familiarity with federal, state and local laws, codes and regulations that are pertinent to the management and operation of recreation and community services programs and facilities.
- Verbal and written communication skills to develop reports, grants, evaluations and other material as appropriate.

QUALIFICATIONS

- Five (5) years experience with two years of administrative experience and supervisory responsibility in the management of recreation facilities and multiple recreation and community services program.
- Bachelor's degree from an accredited college or university with major course work in recreation administration, public administration or a related field.
- Master's Degree preferred.

SALARY AND BENEFITS

The salary range for this position is \$148,941 to \$181,039.

The City offers an attractive benefits package as follows:

- Retirement: Qualified candidates currently, or within the last six (6) months, a member of CalPERS or subject to reciprocity with another eligible retirement plan may be a “classic member” and may be enrolled in the City’s 2.7% @ 55 plan. Employees pay a contribution rate of 8% on a pre-tax basis.
- Non-classic or “new members” will be enrolled in the 2% @ 62 plan. Employees will be required to pay 50% of the normal contribution rate as prescribed by PEPRA on a pre-tax basis. The City does not participate in Social Security.
- Health: The City currently contributes 100% of the CalPERS Kaiser Family Rate for health coverage.
- Holidays: 13 days per year.
- Vacation: Negotiable up to 5 weeks per year.
- Administrative Leave: 96 hours per year.
- Sick Leave: Accrue 8 hours per month.
- Additional Benefits: The City provides dental and vision insurance for the employee and his/her dependents, and retiree medical.
- Employees can choose to participate in the City’s Deferred Compensation Plans.

For more information about the City’s benefits, go to:
www.ci.patterson.ca.us/456/Salary-and-Benefits



APPLICATION AND SELECTION PROCESS

This position will be open until filled. First review of candidates will be June 16, 2023.

To be considered, please submit a resume, cover letter, and five work related references, at least three of which are current or prior supervisors (who will not be contacted in the early stages of the recruitment) to:
<https://koffassociates.com/director-of-recreation-community-services/>

For more information, contact:



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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 consultant. Koff & Associates will report the results to the City. The City will then select candidates to participate in panel interviews. Extensive reference and background checks will be completed on the selected candidate.

