



# Recreation and Community Services Superintendent





## ABOUT 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.

## THE DEPARTMENT

The Parks, Recreation, and Community Services Department operates four recreation and community centers, one teen center, and one community house, 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 Superintendent oversees a solid team of 125 employees, including 100+ seasonal and part-time staff. Areas of direct oversight include the Robinson Park Community Center, a fitness center, field space, aquatics program, and 11 after-school sites. Programs provided include an array of self-improvement and exercise classes, youth and adult sports leagues, as well as multicultural festivals and events, and programming for youth through seniors, adaptive and inclusive recreation, before and after school care, and teen activities.



## THE POSITION

The Recreation and Community Services Superintendent may manage community centers or park center facilities, diverse cultural/community events and citywide recreation programs with a variety of service areas to include human/social services, recreation, education, fitness and health, and/or department-wide safety, training and outreach efforts. Depending on the area of assignment, incumbents may be responsible for a variety of service locations where human services and/or recreation programs and services are rendered.

### **Duties and responsibilities include:**

#### **Policy and Procedure Development**

Will be responsible for creating and enforcing policies for both facility management and specialized programs, aligning program goals with departmental business plans and financial targets, and managing safety protocols, such as evacuation plans, emergency supplies, and incident reporting.

#### **Staff Supervision and Training**

Supervises staff, volunteers, contractors, and interns by assigning tasks, conducting evaluations, and making employment recommendations. It also involves designing and delivering certification training programs, such as aquatics, as well as covering onboarding, safety, program management, and team building.

#### **Budgeting and Financial Oversight**

Will be responsible for preparing and monitoring budgets for programs, personnel, equipment, and supplies, overseeing fee collection and accounting, and supporting financial sustainability through cost recovery and fee generation strategies.

#### **Program Evaluation and Reporting**

Will be responsible for evaluating program attendance, participant feedback, and cost-effectiveness, preparing reports such as quarterly summaries and grant evaluations, and recommending whether to continue, enhance, or cancel programs based on performance data.

#### **Community Engagement and Partnerships**

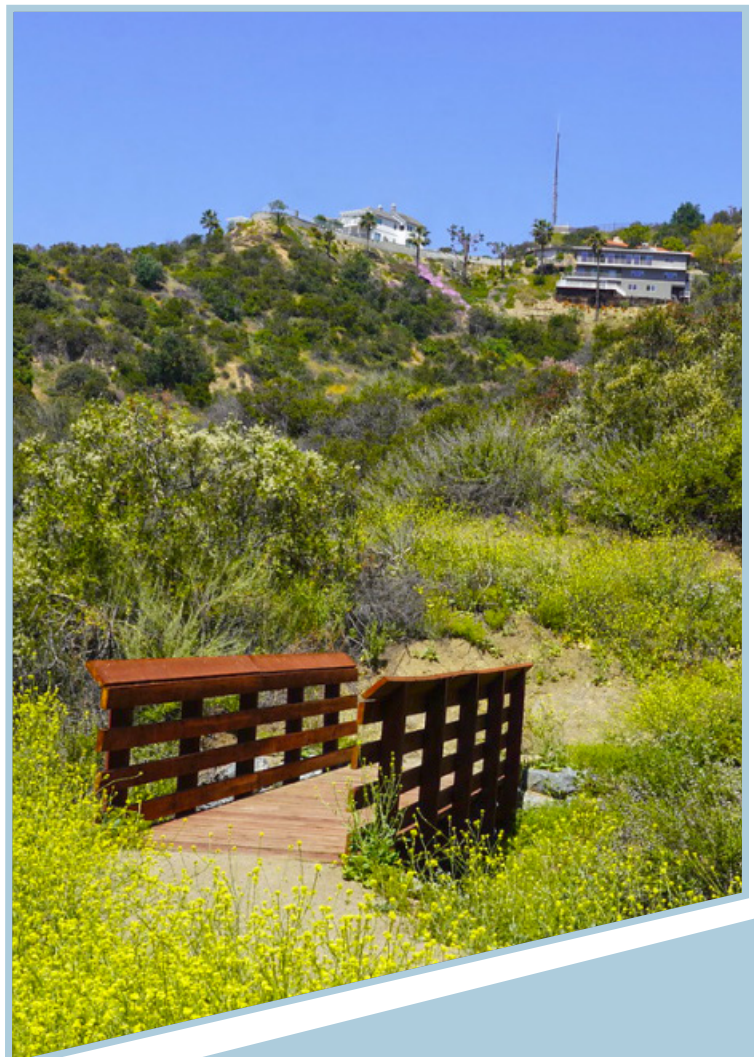
Will be responsible for serving as a liaison with residents and facility users, conducting needs assessments, networking with community-based organizations to match services with resident needs, and leading public relations efforts.

#### **Technical and Administrative Support**

Will be responsible for providing technical assistance to staff and agencies, attending meetings, supporting commissions with staff reports, performing related duties as assigned, and maintaining regular attendance as a core job requirement.

## THE IDEAL CANDIDATE

The ideal candidate for this role is a seasoned and community-focused leader with extensive experience in managing public facilities and developing inclusive recreation programs, particularly in aquatics and sports. They possess strong administrative skills and are well-versed in policy creation, procedural compliance, budgeting, and safety protocol implementation. Known for their approachability and clear communication, they foster positive relationships with staff, volunteers, and participants across all demographics. This individual is skilled at conflict resolution, capable of diffusing tense situations with professionalism and empathy, and is aware of the local political climate, navigating it with tact and diplomacy. Their leadership style emphasizes mentorship, training, and team building, and they are committed to aligning program goals with departmental business plans and financial sustainability. With a deep understanding of community needs, they actively engage residents through assessments, public relations efforts, and partnerships with local non-profits and community-based organizations. They bring a strategic mindset to program evaluation, resource development, and operational reporting, ensuring that services remain responsive, inclusive, and impactful.





## QUALIFICATIONS

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance, such as:

### Education:

Bachelor's degree in social work, sociology, public or business administration, recreation, physical education, or a closely related field.

### Experience:

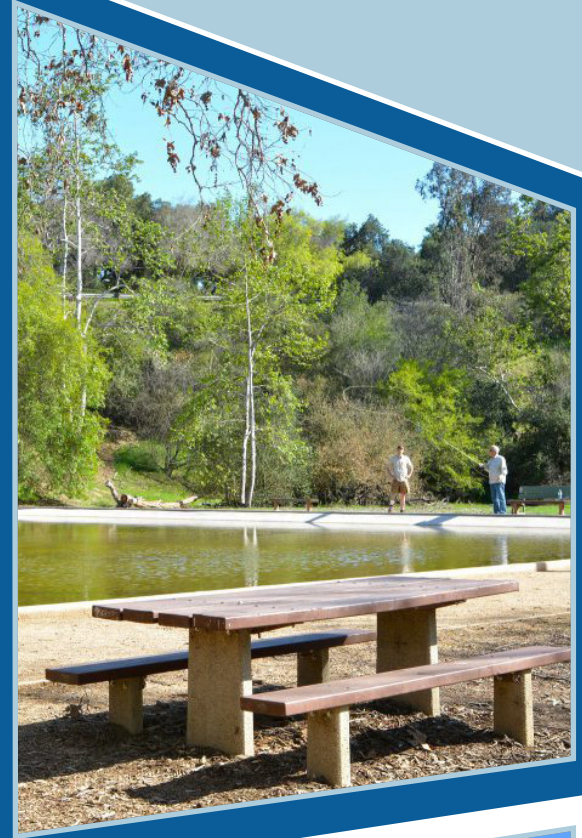
Five years of recent, increasingly responsible professional experience in planning, developing, and implementing a variety of human services, recreation, educational, and health programs and activities, including four years in a supervisory or managerial capacity.

A Master's degree in public administration, recreation, or a closely related field is highly desirable.

## SPECIAL REQUIREMENTS

Must possess a valid California Class C driver's license and comply with the City's Motor Vehicle Safety Policy during the course of employment.

Certifications in the following areas are highly desirable at the time of appointment: Certified Park and Recreation Professional (CPRP), Aquatics Facility Operator Instructor (AFO), Cardiopulmonary Resuscitation (CPR), and First Aid.



## COMPENSATION AND BENEFITS

**The salary range for the position is \$115,337- \$144,171 annually.**

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. In 2025, the allowance for Employee + 2 or more dependents is \$2,154.06 per month (Employee only = \$828.48; Employee + 1 = \$1,656.96), and contributions are adjusted annually. Employees who decline medical coverage are eligible for \$400.00 per month in deferred compensation or \$260.00 cash in lieu.

**Dental Insurance** – The City contributes 100% of the employee's premium and contributes \$80.00 toward dependent coverage.

**Vision Insurance** – The City offers vision care plans for employees. Enrollment is optional, and the premium is paid by the employee.



**Vacation Leave** – Accrual rate of 120 to 200 hours per year based on years of service.

**Life Insurance** – The City provides life insurance and accidental death and dismemberment coverage in the amount of \$200,000.

**Group Long-Term Disability Insurance** – The City pays for the core long-term disability policy that insures 66 2/3% of employees' salary up to a maximum of \$8,000 per month.

**Sick Leave** – Up to 80 hours of sick leave accrued per year.

**Holidays** – Eleven (11) paid holidays.

**Schedule** – The City administration operates on a "9/80" schedule, closing on alternate Fridays.



## APPLICATION AND RECRUITMENT PROCESS

### This recruitment is Open Until Filled.

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/rec-community-svcs-superintendent/>

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



Koff & Associates  
A Gallagher Company

Lady Hernandez

510.808.6577

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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 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.



PASADENA