

City of Novato is recruiting for a

RECREATION SERVICES MANAGER



● ● ● ● A LASTING LEGACY ... A VISION FOR THE FUTURE

The City of Novato is seeking an innovative and collaborative professional to lead and manage parks and recreation programs, capital improvement projects, partnerships, agreements, community initiatives and staff development for a successful, and highly respected, parks and recreation department. The new Recreation Services Manager will oversee the Department's senior services, capital improvement projects program, aquatics, and museum operations, along with being responsible for fostering strong community relationships to deliver high quality and responsive programs, projects, and services. The new Recreation Services Manager will also lead the Age Friendly communities and Healthy Eating Active Living (HEAL) initiatives for the City.

The Recreation Services Manager is an important member of the department's Management Team and a strategic partner with the Director and second Recreation Services Manager. Our new Recreation Services Manager will ensure that the department continues to thrive and provides great parks and recreation opportunities and facilities for the Novato community.

We hold a vision of Novato being recognized as one of the most "vibrant, desirable, and sustainable communities" in the North Bay. Come join our dynamic team committed to excellence, service, and high quality of life!



●●●● **THE POSITION**

The City of Novato Parks, Recreation and Community Services Department is currently looking for a dynamic professional to serve in this exempt level management position. This position oversees a variety of administrative, departmental and community services programs including the close coordination of Capital Improvement Projects with the City’s Public Works department for parks and recreation facilities; developing and fostering new and ongoing partnerships with community groups, service clubs, and other organization; and working with the department’s executive team to provide comprehensive parks and recreation programs, services, and state-of-the-art facilities. The Recreation Services Manager works independently on special projects and programs under the administrative direction of the Director of Parks, Recreation and Community Services and works closely with the Director to support the Recreation, Cultural and Community Services Commission and a number of community partnerships and agreements. The position will manage the media, marketing, messaging and public relations for the overall department and will have budget responsibilities for the Capital Improvement projects, and the Administration and Community Services Division budgets.

The successful candidate will lead a number of initiatives including the pursuit of the World Health Organization’s Age Friendly Communities designation, the Healthy Eating Active Living Cities campaign, and will re-launch the City’s public art program. Operationally, the Recreation Services Manager oversees and manages full-time and part-time staff who provide senior services, handle park reservations, reprographics, and social media and marketing functions within the department. This position will be directly involved in staff hiring, staff development, and succession planning including oversight of the annual all-staff department retreat and the creation of the department’s annual report highlighting goals and accomplishments.

Novato’s new Recreation Services Manager will embark on the following projects and initiatives in the coming two years:

- Act as Project Manager for the Hill Recreation Area/Margaret Todd Senior Center Capital Improvement project working closely with Public Works engineering staff.
- Relaunch of the City’s Public Art program.
- Initiate the Old Hamilton Gymnasium Capital Improvement Project by September 2017.

||||| **IDEAL CANDIDATE** ●●●●

This is truly an exceptional career opportunity for a public sector professional who has excellent administrative, project management, and collaboration skills and who embraces technology and community engagement to enhance efficiency and effectiveness. The ideal candidate will have broad management and administrative expertise in parks, recreation and community services that includes managing facility improvements, participating in, or leading interdepartmental teams and initiatives, working with outside organizations and community groups, and demonstrated success working with diverse groups to achieve community goals.



The successful candidate will be collaborative, friendly, and dedicated with a commitment to service, ethics, and fun within a collegial team environment.

One of the Bay Area’s premier communities, Novato is located in Marin County, 29 miles north of San Francisco. The second largest city in the County, Novato has a current population of about 55,000 and covers 28 square miles. Existing land use in Novato is predominately residential in the valley areas west of Highway 101 and in neighborhoods east of the freeway. Most units are single family detached homes on lots under one acre in size.

Novato residents enjoy a thriving and family-oriented community with abundant educational, recreational, retail, and business opportunities. The residents are actively involved in important local decisions about quality of life issues and the future direction of their city. The City Council encourages a high level of interaction between its citizenry and city government so that important issues are vigorously debated and discussed.

The community fosters a small town atmosphere due to its low population density, high amount of open space and parks, vibrant downtown, and engaged community members. With an abundance of natural beauty, a rich history, comfortable neighborhoods, and a diversified economy, the City is well-positioned to continue to thrive into the 21st century.



Team Work | Excellent Customer Service | Ethical Behavior | Honesty and Integrity | Fiscal Responsibility | Respect for All
Fun | Open Government | Community Involvement

THE ORGANIZATION ●●●●

The City of Novato was incorporated on January 20, 1960 as a general law City with a Council/Manager form of government, made up of five members, elected at-large, serving four-year terms. The City’s operating and capital budgets for FY 2016/2017 totals \$65 million.

The City delivers administrative, police, community development, parks, recreation and community services, and public works services through 197 full-time employees in six departments. Fire protection and paramedic services are provided by the Novato Fire Protection District. Other services, such as water distribution and waste management, are provided by special districts.

The organization is led by a creative, forward-thinking and fun-loving Executive Management Team comprised of experienced public service professionals, some having several years with the organization, and others that are new to Novato. The Recreation Services Manager will participate in weekly staff meetings with the Executive Management Team reviewing the Council agendas and working on citywide projects and initiatives.

Employees with strong customer service skills, an orientation toward interest-based problem solving, respect for the City Council and citizens, and the ability to juggle a multitude of priorities while retaining a sense of humor are traits that are vitally important to our team. The City’s culture can be defined as friendly, service-oriented, fast-paced, and eager for new technology and leadership.

New City Administrative Offices were built and completed in the heart of downtown three years ago. The Recreation Services Manager has a private office in this new building. The Recreation Services Manager will enjoy a 9/80 work schedule as the City’s Administrative Offices are closed every other Friday.

The City employs a Public Information Coordinator to assist and coordinate public relations, communication, and social media efforts for the City. The Recreation Services Manager will work closely with the Public Information office.

SELECTION PROCESS

All application materials will be thoroughly reviewed to identify the candidates possessing the most relevant qualifications for the position. These top candidates will be invited to continue through the selection process. The examination portion of the process may consist of one or more of the following: oral interview(s), written or situational problem solving exercise (s).

The City's actual job offer will be based on the depth and breadth of the candidates' experience and technical knowledge and skills, as well as on their ability to collaborate, communicate effectively, problem-solve, anticipate and take initiative.

APPLICATION AND RECRUITMENT SCHEDULE

To be considered for this exceptional opportunity, please apply online through the City's website or go directly to Governmentjobs.com and create an account. (Registration is free). If you have already created your GovernmentJobs.com personal account, please login and continue with the online application process.

Please remember to submit all your application materials by the closing date and time. Incomplete or applications received after the closing date and time cannot be considered. All information on the application is subject to investigation and verification.

The City is accepting complete applications until:
February 20, 2017 by 5:00 PM



TOTAL COMPENSATION PACKAGE

Salary Range

\$104,520 – \$127,044 annually

Retirement Programs

CalPERS Classic 2% @ 55
CalPERS New 2% @ 62
Deferred Compensation Program (no City match)

Leave Accruals

Vacation - Initial: 80 hours/year;
Maximum: 160 hours/year
Executive Leave - 90 hours/year; up to an additional 90 hours at City Manager discretion
Sick Leave - 96 hours/year
Holidays – 11 days plus 2 floating holidays

Leave Redemption

Vacation and Executive Leave in excess of 270 hours is cashed-out annually. Optional employee-initiated vacation cash-out of up to 80 hours annually.

Medical Benefits

Choice of nine HMO & PPO options through CalPERS with a cafeteria plan contribution of up to \$1,775 for full family enrollment. \$250 monthly stipend in-lieu of City contribution if medical coverage through the City is declined.

Dental Benefits

Six Dental PPO & HMO options with employee-only premiums beginning at \$27.92/month (mandatory participation).

Life Insurance

\$100,000.00 life insurance policy; premium paid by City.

Disability

75% of the premium cost for disability based on base salary.

MINIMUM QUALIFICATIONS

The equivalent to a Bachelor's degree from an accredited college or university with major coursework in parks and recreation, public administration, community services or a related field. Master's degree in related field or Certified Park and Recreation Professional Certification is highly desirable.

Six years of progressively responsible professional experience in recreation and park program development, capital project planning and management, and staff development and community collaboration, including four years of supervisory or management responsibility. Must be able to collaborate and communicate effectively with diverse groups and lead project teams.

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