



CITY OF RIVERSIDE

City of Arts & Innovation



An Outstanding Career Opportunity

PARKS, RECREATION, AND COMMUNITY SERVICES DIRECTOR

recruitment services provided by Ralph Andersen & Associates



THE OPPORTUNITY

The City of Riverside, California is recruiting nationally for a dynamic and highly experienced Parks, Recreation, and Community Services Director to manage the day-to-day operational activities for this nationally recognized and award-winning department. Riverside's reputation of excellence for its variety of parks, recreation, and community services has contributed to the City being named in 2008 as one of the 100 Best Communities for young people. This at-will position reports to the Assistant City Manager and works closely with the City Manager, City Council, and an appointed nine-member Advisory Board. The Parks, Recreation, and Community Services Director is accountable for leading a full-time staff of approximately 188 capable employees with a 2014 operating budget of \$20.3 million.

This is an exciting career opportunity to build on existing facilities and programs that contribute to the mission of the Parks, Recreation, and Community Services Department to provide innovative recreational experiences and social enrichment opportunities to address the changing needs for people of all ages and cultures, in a variety of safe and attractive parks, trails, landscapes, and facilities.

THE CITY OF RIVERSIDE

The City of Riverside's location approximately 60-miles east of Los Angeles puts it within driving distance of Southern California's other attractions, like Disneyland, the Pacific Ocean and its beaches, Palm Springs, mountain resorts including winter recreation, and many area wineries. Riverside has a rich history that has played a part in shaping California's development as an agricultural leader. Riverside is the home of California's first naval orange trees in 1873, one of which still stands today and is a California Historical Landmark. The success of orange trees in Riverside made the new citrus industry a "second gold rush" for California, and, during this time, Riverside was the wealthiest city per capita in the nation. Founded on the principles of education, culture, and beauty, Riverside was named one of the nation's Most Livable Cities in 2010. The City has grown to be the 12th largest city in the State, and the 6th in Southern California, with a population of 303,871.

Stretching over 81-square miles, Riverside is home to the University of California at Riverside as well as three other universities and colleges, including California Baptist University, La Sierra University, and Riverside Community College, along with several museums that celebrate art, history, technology, and culture. The City's scenic landscape includes hills, parks, and preserved open spaces. The Historic Mission Inn & Spa is the focus of the City's famous Festival of Lights, a six week-long festival of activities that include carriage rides, skating under the stars at an outdoor ice rink, live music, and, of course, millions of lights to celebrate the holiday season. Other events held in Riverside include the Festival of Trees, the Dickens Festival, the Riverside Airshow, the International Film Festival, and the Riverside Arts Walk, which takes place the first Thursday of every month. As the City of Arts and Innovation, Riverside is truly a marvelous place to live, work, and play.

CITY GOVERNMENT

Riverside was incorporated in 1870, and is governed by the council-manager form of government. The City Council is comprised of the Mayor, who is elected city-wide, and seven members who are elected by ward and serve four-year terms. The Mayor and City Council appoint the City Manager to oversee city operations, which include a budget of \$993 million and staff of 2,497. The City of Riverside has won many awards and recognitions, including being listed as a Top 25 City for Business by Executive Outlook Magazine; an Emerald City designation by the State of California Department of Conservation for sustainable green initiatives and renewable energy, the first such designation given; one of America's 100 Best Communities for Young People by America's Promise Alliance; the 2012 Most Intelligent Community of the Year; and the Number 3 "Can Do City" by Newsweek Magazine.

THE PARKS, RECREATION, AND COMMUNITY SERVICES DEPARTMENT

With eleven community centers, two social service centers, one youth opportunity center, seven pools, contract classes, mobile recreation programs, twenty-four after school program sites, and over twenty-three community-wide special events and five City-wide special events annually, the City of Riverside is committed to providing the community with a safe, healthy, and exciting place to live, play, and visit. The Department is comprised of the following four divisions:



Administration: The Administration Division is responsible for fiscal and personnel management. The Division is also responsible for grant administration and clerical support services, including the preparation of the Parks, Recreation, and Community Services Commission agenda and minutes. The Planning and Design program is responsible for the planning, design, and construction of an assortment of capital improvement projects, as well as providing Advance Planning and Plan Check services for the City's map review, building permit, and planning processes.

Recreation: The Recreation Division provides high quality, diverse, recreational opportunities for adult and youth team sports and activities; provides safe, wholesome, and fun programs and facilities for family activities; strengthens the community image and create a sense of place; provides opportunities for physical exercise and social and emotional development; makes available after school programs for youth at risk; promotes cultural unity and diversity; and offers service for elderly, persons with disabilities, and low income populations.

Community Services: The Community Services Division provides supportive programs and services to help at-risk and disadvantaged youth and families of all ages and abilities to enjoy a wide variety of recreation and human services programs. Additionally, the Community Services Division oversees the Special Transportation Program, which operates and maintains a fleet of 25 mini buses.

Parks: The Parks Division is responsible for the maintenance of parks, facilities, and sports fields. In addition, the Division manages approximately 26 contracts totaling approximately \$3 million, including swimming pools, janitorial services, park security services, backflow device testing and repair, landscape maintenance, and turf maintenance. The Division also manages the Parks volunteer program, provides special event support, and manages the parks tree maintenance program. The parks system is comprised of 58 parks totaling approximately 2,900 acres. Riverside's urban forest is home to over 50,000 park trees. This Division is also responsible for the development and maintenance of trails throughout the City. The Parks Division also provides skilled maintenance for the Department's infrastructure in the trades of carpentry, masonry, electrical plumbing and metal fabrication, tractor operation, and irrigation system maintenance.

CHALLENGES AND OPPORTUNITIES

The new Director will be confronted with a number of challenges and opportunities that will require inspired leadership, diplomacy, and creative problem solving. Among these challenges are:

- Operating and maintaining an expanded parks system with a constricted budget;
- Delivering relevant programming to serve the needs of today's consumers;
- Unifying the Department and encouraging collaboration;
- Developing and coaching future leaders; and
- Identifying creative funding opportunities through grants and partnering with the private sector.

THE PARKS, RECREATION, AND COMMUNITY SERVICES DIRECTOR

This at-will position reports to Assistant City Manager Belinda Graham, and is a key member of the City Manager's Executive Leadership Team. The position is responsible for planning, organizing, and administering a wide range of recreation and parks functions, facilities management, and social services. Some of the typical duties of the Parks, Recreation, and Community Services Director include, but are not limited to, the following:

- Provide executive leadership to this vital and complex Department while managing, guiding, and supporting a diverse work force;
- Organize and oversee available resources for the maintenance, improvement, and repair of parks and recreation facilities;
- Act as a liaison between appropriate commissions, the City Council, and City Manager;
- Develop meaningful partnerships and collaborations with other agencies and community based organizations;
- Coordinate Park and Recreation activities and programs with other City

departments and divisions, community groups and schools, and other outside agencies;

- Direct and participate in the development and implementation of goals, objectives, policies, procedures, and priorities;
- Prepare and administer the Departmental budget;
- Prepare and submit reports and recommendations, and provide technical advice to the City Manager, City Council, and Advisory Board;
- Evaluate the need for and develop long-range plans to meet community needs based on studies of local conditions and projections of future composition of the community; and
- When necessary, serve as a spokesperson on a wide range of issues affecting the Parks, Recreation, and Community Services Department.



THE IDEAL CANDIDATE

The ideal candidate will have a "can-do" attitude with a highly collaborative management style, superior people skills, and excellent presentation, public speaking, and overall communication abilities. The successful candidate must have a hands-on and proactive approach to continuing the Department's reputation of organizational excellence while moving the Department to new levels. The next Director is expected to be politically savvy as well as a strategic and innovative thinker on the cutting edge of current trends in parks and recreation. Ideally, the successful candidate will have a career history serving communities of similar size and complexity. The new Director should have highly developed interpersonal skills and be someone who can quickly establish and maintain positive, collaborative relationships with the other members of the City's Senior Management Team, staff of the Parks, Recreation, and Community Services Department, elected officials, members of the Advisory Board, and City residents.

Additionally, the new Director must be recognized as having the ability to provide the Department with the following:

Exceptional leadership skills:

- Display outstanding character, integrity, and professionalism;
- Ability to build consensus and provide a positive example;
- Ability to embrace and effectively implement new ideas, and a genuine interest in the community and the broad range of issues facing the City of Riverside;
- Consistently communicate and implement the City's mission; and
- The capacity to lead, promote, and articulate the Department's commitment to expansion of customer service.

In addition to having a passion and love for parks, successful candidates will also have a proven track record and reputation that supports:

- Exceptional communication and interpersonal skills;
- Ability to inspire and mentor staff to excel and achieve the highest standards;



- Being analytical, entrepreneurial, creative, apolitical, fair, and having a balanced approach to management with effective decision-making skills;
- Ability to build and maintain strong relationships across a broad and diverse spectrum;
- Genuine desire to engage the public in discussion and debate for the overall good of the community; and
- Strong emphasis on customer service.

In summary, this Parks professional will be an uncommon leader known as a person of integrity, high energy, devotion to public parks, and ultimately able to achieve the most stellar outcomes in organizational management, public service, and customer relations.

MINIMUM QUALIFICATIONS

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: A Bachelor's degree from an accredited college or university with major course work in recreation administration, sociology, human relations, or a closely related field. A Master's degree in a related field is highly desirable.

Experience: This position requires a minimum of six (6) years of progressively responsible experience in recreation and park program management and land use planning. Candidates will be responsible to appropriately portray career history and accomplishments and overall match with this executive level position through submitted material for consideration by the Search Committee. The Search Committee reserves the right to select any combination of experience, education, and career history that will uphold the highest level of service to the City of Riverside.



Final Selection and Appointment: The City Manager will select the most highly qualified candidate for consideration based on a combination of education, career experience, and accomplishments that best fit the needs of the City of Riverside.

COMPENSATION

The successful candidate will receive a highly competitive salary with an excellent benefits package that considers the candidate's salary history and track record of career success. In addition, benefits are provided which include annual leave, holidays, and sick leave; retirement plan; and health insurance and long-term disability insurance. Contact Ralph Andersen & Associates for more details.

TO BE CONSIDERED

This is a confidential process and will be handled accordingly throughout the various stages of the process. References will not be contacted until mutual interest has been established. **The first review of resumes will take place on March 7, 2014.** This position is open until filled; however, **candidates are encouraged to apply early in the process for optimal consideration.** Resumes will be reviewed and evaluated throughout the recruitment process.

To be considered, candidates must submit a:

- Compelling cover letter;
- Comprehensive resume;
- Salary history; and
- Six (6) professional references.

An electronic version of all submittals is strongly encouraged. Interested candidates may apply via email to apply@ralphandersen.com.

Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. The evaluation and selection process may consist of a supplemental questionnaire and/or written exercise(s) to further evaluate relative experience and overall suitability for this position. Ideally, the Parks, Recreation, and Community Services Director will join the City of Riverside in May 2014, or sooner.

Finalist candidates will be required to sign a release form to authorize preliminary reference calls and verifications to be conducted. Employment history, degrees obtained, and other certifications/accomplishments will also be verified.

Should you have any questions regarding this position or the recruitment process, please call Mr. Robert Burg at (916) 630-4900. Confidential inquiries are welcomed.