

COMPENSATION AND BENEFITS

The **Parks and Recreation Director** is an exempt position and is a member of the management team which includes the City Manager, City Attorney, Department Heads and Managers.

Salary: The annual salary will be determined dependent on the candidate's qualifications (current salary is \$8,404/month)

Benefits: A very competitive benefits package includes:

Retirement: PERS 2.5% @ 55 (single highest year compensation and sick leave conversion). City utilizes IRS Code 414(h)(2) provisions to pay employees the 8% employee contribution tax-free and then deducts that amount to forward to PERS. Employees do not contribute to Social Security.

Cafeteria Plan: Options available include: health, dental, vision, life insurance, long-term disability, dependent care, and possible cash back.

Other available programs: Short-term disability, PERS long-term care insurance, deferred compensation, and available credit union.

Automobile Allowance: \$250 per month

Generous Leave Program: Administrative leave (80 hours annually), sick leave (8 hours earned per month), vacation leave (136 hours earned per year)

APPLICATION PROCESS

Submit by 5:00 pm on Thursday, October 25, 2007,

- detailed resumé
- cover letter introducing yourself, stating the reasons for your interest in this position and succinctly summarizing the highlights of your career
- list of three professional references and three personal references

Submit these materials to the Personnel Department by:

- mail or drop off D. Vaughn, Personnel Department, 420 Litho Street, Sausalito, CA 94965
- fax to (415) 289-4175, attn: D. Vaughn, Personnel Department

The City of Sausalito, California
Invites applications for

PARKS AND RECREATION DIRECTOR



A position offering excellent benefits and flexibility

DEADLINE TO APPLY: October 25, 2007

Mission Statement: The City of Sausalito serves its people and promotes creativity in its unique waterfront community.

Equal Opportunity Employer

The Community: Sausalito is the first community north of the Golden Gate Bridge. It is a small community of approximately two square miles and a population of 7,500 residents. Business ventures include a variety of retail shops, galleries, unique cafes and restaurants, luxurious hotels, an eclectic blend of offices and services, plus an active maritime and industrial area. Due to Sausalito's superb location, scenic views and mild climate, it is a major attraction for Bay Area visitors. It is not unusual to have the population bloom to 50,000 people during the weekend. The residents of Sausalito consider this community to be one of the Bay Area's most desirable cities in which to live because of these views, climate and close proximity to the Golden Gate National Recreation Area. The residents are well educated, friendly and take pride in their city; they strive to preserve the city's unique history while managing changes that serve the community character and needs.

City Government: Sausalito is a General Law city incorporated in 1893 and has a City Council/City Manager form of government. The City provides a full range of services which includes Administration, Finance, Police, Fire, Public Works, Parks and Recreation, Community Development and a Public Library. The City Council and staff value positive relationships with the residents, businesses, visitors and outside agencies.

The Department: The Parks and Recreation Director heads up a staff that includes a full-time Recreation Supervisor, a full-time Events Coordinator, a full-time Administrative Aide, and a number of part-time Recreation Leaders and volunteers. The annual budget totals \$624,811, including salary, benefits, and operations. The dedicated and energetic staff successfully plan and carry out a number of year-round community special events and programs, coordinate a varied offering of classes and sports activities, and spearhead improvement and beautification projects for City parks and public facilities. Recent accomplishments include:

- Hosting Stage One of the Amgen Tour of California
- Offered 740 recreation classes/programs
- Held annual 4th of July parade, picnic, live music, food & fireworks
- Held the seventh annual Caledonia Street Fair (which included six blocks of music, food, dancing, wine tasting and 125 artists)
- Produced a successful community based Jazz & Blues by the Bay

The Department is justifiably proud of its many accomplishments and credits enthusiastic community support and volunteerism with forming a

strong partnership between the City and the community. The combined efforts work toward achieving the City's goal of "creating community".

Vision Statement: The Parks and Recreation Department strives to provide quality programs to Sausalito and its community that enhance growth, expression and recreation through people, parks and programs.

Recreation Director: The Recreation Director coordinates and directs recreation and park program operations activities, ensuring that the citizens of the community are provided with varied recreational opportunities and adequate park facilities. This senior level management position is assigned responsibility for exercising independent judgment in planning and directing the operation of the division.

Qualifications: A Bachelor's Degree in recreation, park management or related field; at least six years of increasingly responsible experience in supervision and management, preferably with a public agency (at least three of which have been at an Assistant Director level); possession and maintenance of a valid California Driver's License and ability to be insurable with City coverage at the standard rate; possess CPR and First Aid Certifications.

Qualities Sought in a new Director:

- Demonstrates knowledge of modern & highly complex principles/practices of recreation & park operations
- Has demonstrated the ability to form effective partnerships with residents, businesses, community groups and other jurisdictions
- Demonstrates open & direct communication with peers, subordinates and the public, and serves as a positive role model
- Regards exceptional public service as a fundamental way of operating
- Has demonstrated leadership ability, which includes making tough decisions, holding people accountable, implementing fair and consistent discipline, and ensuring projects remain on schedule
- Has experience in budget preparation and management, including forecasting needed funds, prioritizing critical service needs, and examining the most cost efficient means for structuring the department to meet strategic objectives
- Will build upon the successes of the department, yet bring a fresh set of eyes to analyze opportunities for improvement
- Maintains a high profile presence in the community and earns respect of community members, elected officials, peers and subordinates.