



City of Oceanside Invites Applications for



PARKS AND RECREATION DIVISION MANAGER

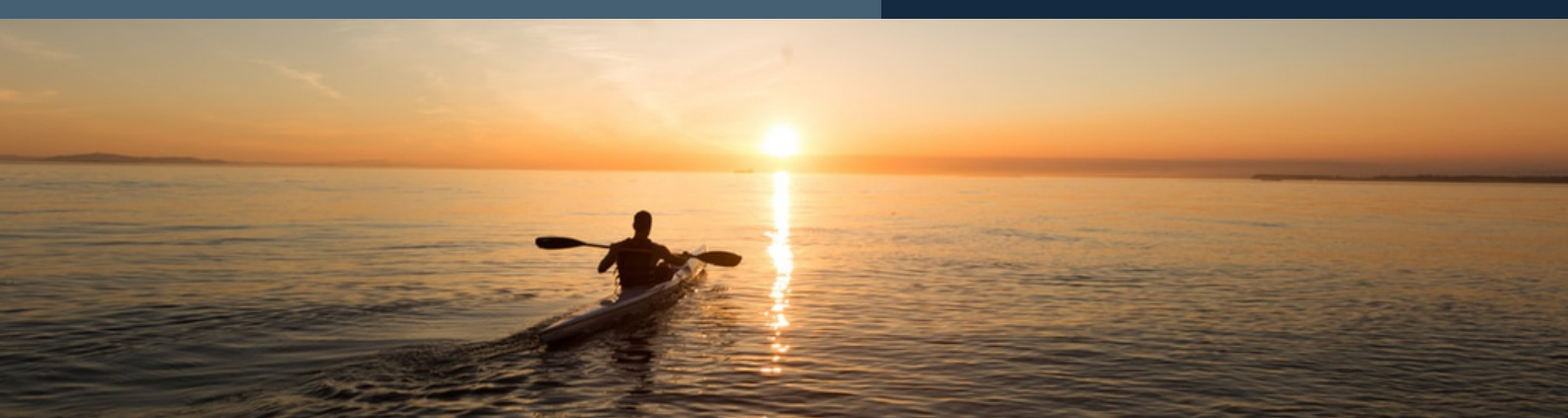
ABOUT OCEANSIDE

Oceanside was incorporated in 1888 and is the gateway to San Diego County, spanning 42 square miles, including 3.5 miles of city-owned beaches. The City of Oceanside is a Charter City with a Council-Manager form of government. Oceanside is a full-service city with its own police and fire departments, water and wastewater utilities, library and housing authority. The City of Oceanside has 955 full-time employees.

The City is home to 171,063 residents with a median household income of \$86,093. Oceanside has diverse neighborhoods and planned developments, multiple 55+ communities, 17 mobile home parks, a revitalized downtown and 3,500 acres of farmland. Manufacturing, distribution, tourism and agriculture remain the region's top industries, but biotech industries are among the area's fastest growing business sectors.

The Parks and Recreation Department was recently re-established as an independent department with an operating budget of \$7.96 million and generates more than \$1.6 million in revenue. The City's parks and recreation facilities consist of four recreation centers with two gymnasiums, two senior centers, three aquatic facilities, 17 community parks, 16 neighborhood parks, a regional park, 5 skate parks, and miles of trails and open space. The department has 24 full-time and 175 part-time seasonal staff that work in 4 divisions: Special Events, Senior Services, Recreation, and Aquatics.

The Parks and Recreation Department operates a transportation program and a feeding program for seniors. The department manages external citywide special events and film permits that generate more than \$8.4 million in economic impact, including events on Oceanside beaches. The department offers youth and adult sports programs, swim lessons, after school and teen programming, and a variety of special interest programs and classes.



THE IDEAL PARKS AND RECREATION DIVISION MANAGER

The City is seeking a creative, collaborative, and hands-on leader to help redefine the new Parks and Recreation Department. The ideal candidate will embrace change and continuous improvement, and will have past experience analyzing operations and policies, performing industry research, and executing significant operational changes. They must exhibit strong political acumen and the ability to work collaboratively with the community, City Council and Commissioners, City staff, and support the spirit of collaboration. They must be articulate and an effective communicator both verbally and in writing, with outstanding interpersonal skills and extraordinary customer service skills. They must be approachable, have experience working with diverse communities, and be sensitive to the needs of the City's unique cultural groups.

The next Division Manager will be joining an experienced and dedicated department staff who have a strong commitment to high quality service delivery to the residents and visitors of Oceanside. They must have prior experience in leadership positions in a full-service private or public parks and recreation organization, and be an effective coach and mentor. They must be able to balance budget management and fiscal responsibility with the need to provide free and low-cost programming during critical hours for disadvantaged communities.



THE POSITION

The City of Oceanside is seeking a dynamic and experienced parks and recreation professional to lead the Parks and Recreation Division. The new Parks and Recreation Division Manager will report directly to the Parks and Recreation Director. The incoming Manager will oversee daily operations in senior services, recreation programming, aquatics, sports, internal and external special events, and will assist the Parks and Recreation Director in executing the following major priorities:

- Assist with revisions to Facility Rental Packet and ensure that facility allocation is equitable.
- Work with consultant and the community to develop an action plan so the City can join the network of age friendly communities.
- Assist to develop Department Instruction and formal internal policies.
- Assist with initial analysis for implementation of a Park Ranger program.
- Assist with finalizing a new Joint Use agreement with the Oceanside Union School District, and explore additional Joint Use opportunities.
- Assist with capital improvement projects, including developing nine parks at El Corazon, refurbishment of the Junior Seau Beach Community Center and band shell, 17 playground replacement projects, and additional gymnasiums.
- Assess the existing permit and registration software provider.
- Revise the scholarship program, and identify external funding sources to support and expand access to free and low-cost programming during critical hours.

The Parks and Recreation Division Manager will plan, organize, prioritize, assign, manage and review recreation services for all ages; recommends the acquisition of and directs the development of parks and appropriate structures and facilities to best serve the widest recreational interests of the community; evaluates community recreation needs and requirements; works toward overall City efficiency and responsiveness to service demands; meets with interested groups and individuals to discuss program content, facility requirements and improvements; develops and implements policies, work methods and procedures; interprets and disseminates information pertaining to athletic, cultural, social and special recreation activities; assesses training needs and provides technical guidance in the training of recreation personnel; develops and maintains public relations programs through civic and community organization activities; supervises the preparation of the department budget and controls the expenditure of funds; oversees hiring, promotion, and dismissal practices; reviews performance ratings of employees; provides employee counseling; ensures compliance with rules and regulations; administers disciplinary action; supervises the preparation of special studies and comprehensive reports; and assists to support the Parks and Recreation Commission.

MINIMUM QUALIFICATIONS

Knowledge of:

- Modern philosophy, principles and practices of municipal recreation administration and organization.
- Facilities and equipment needed in a broad recreational program and the proper arrangements of parks and recreational areas.
- Park system planning and development methods.
- Principles and practices of public administration with special reference to personnel and budget administration.
- Community assessment process for strategic planning.
- Principles of public and press relations.

Ability to:

- Plan, organize, direct and supervise the activities and personnel of the Parks and Recreation Division.
- Analyze problems and effectively develop plans, procedures and policies.
- Direct division training programs and instructional procedures.
- Prepare comprehensive reports, plans, and estimates for Director and Council review.
- Oversee the development of the divisional budget and work program.
- Establish and maintain effective working relationships with other City officials, state and federal authorities, civic leaders, public groups and organizations, and the general public.



EXPERIENCE AND TRAINING

Experience: Five years of professional experience in recreation or parks management including supervisory experience.

Training: A Bachelor's degree from an accredited college or university in recreation, public administration or a closely related field. A Master's degree is highly desirable.

License/Certificate: Possession of, or the ability to obtain and maintain, a current, valid, California driver's license.

Shifts: Office is located at the Parks and Recreation Department Administrative Offices in City Hall. Can select a traditional Monday through Friday or 9/80 work schedule with alternating Fridays off. No hybrid option is available.

Environmental Conditions: Office environment; exposure to computer screens; public contact and interaction.

Physical Conditions: Essential functions may require maintaining physical condition necessary for sitting and standing for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read and interpret information.

SELECTION PROCESS

Closing Date:
1/26/2024 4:00 PM Pacific

All properly completed applications will be reviewed and the most appropriately qualified individuals will be invited to continue in the selection process. Failure to provide all required application materials will result in disqualification from the selection process.

The process will include a first interview with a community/stakeholder panel and a second interview with a technical/outside panel. Successful candidates will be invited to an interview with the Parks and Recreation Director and other members of the City's executive team. Candidates who successfully complete the selection process will be placed on the Eligibility List for a minimum of six months.

Note: Prospective employees will undergo, and must successfully pass, a background reference check (including fingerprinting) and a medical examination. Drug screening may be required.

Resumes and cover letters may be attached to, but not submitted in lieu of, the online application.

THE CITY OF OCEANSIDE IS AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION AND COMPENSATION

Apply at: www.governmentjobs.com/careers/oceansideca
Application Deadline: January 26, 2024 at 4:00 pm

Human Resources Department
300 North Coast Highway
Oceanside, CA 92054
(760)435-3500

SALARY
\$105,348.00 - \$141,084.00 Annually

The City also offers an attractive benefits package, including:

- **Retirement:** The City participates in the Public Employees' Retirement System (CalPERS). Employees hired after January 1, 2013 are subject to the State laws of PEPRA in regard to retirement benefits. Each individual's benefit may differ.
- **Medical, Dental, and Vision Insurance:** The City pays a portion of the costs depending on the plan and number of family members covered.
- **Life Insurance:** City-paid policy of 1.5 times annual salary up to \$350,000 with voluntary additional options for employee and dependents.
- **Long-term and Short-term Disability Insurance:** City Paid.
- **Floating Holidays:** 48 hours annually.
- **Executive Leave:** 50 hours annually.
- **Holidays:** 9 City holidays.
- **Vacation:** 1 -5 years (3.58 hours); 6-10 years (5.12 hours); 11-15 years (6.65 hours); 16+ years (8.19 hours)
- **Sick Leave:** 12 days per year (Maximum 50% annual pay off)
- **Tuition Reimbursement:** Up to \$2,000 per fiscal year