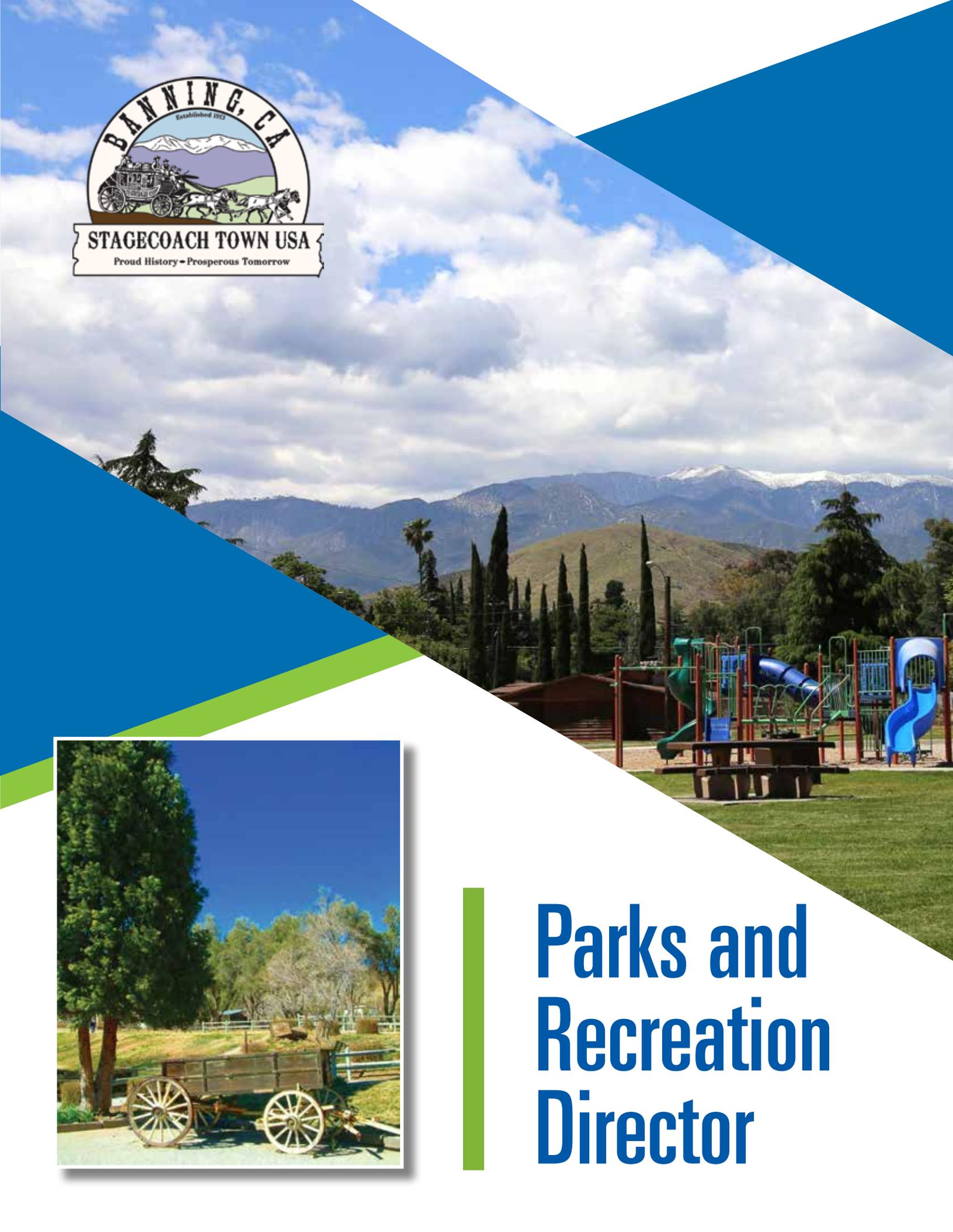


Parks and Recreation Director



THE COMMUNITY

The City of Banning, CA (population 31,000) is in Riverside County and strategically located in the San Gorgonio Pass area of Southern California along Interstate 10 between Los Angeles and Palm Springs. The community enjoys clean air, ample water supplies and the inspiring vistas of the two tallest peaks in Southern California, Mt. San Gorgonio and Mt. San Jacinto. In addition, residents enjoy picturesque meadows, fruit groves and a charming downtown.

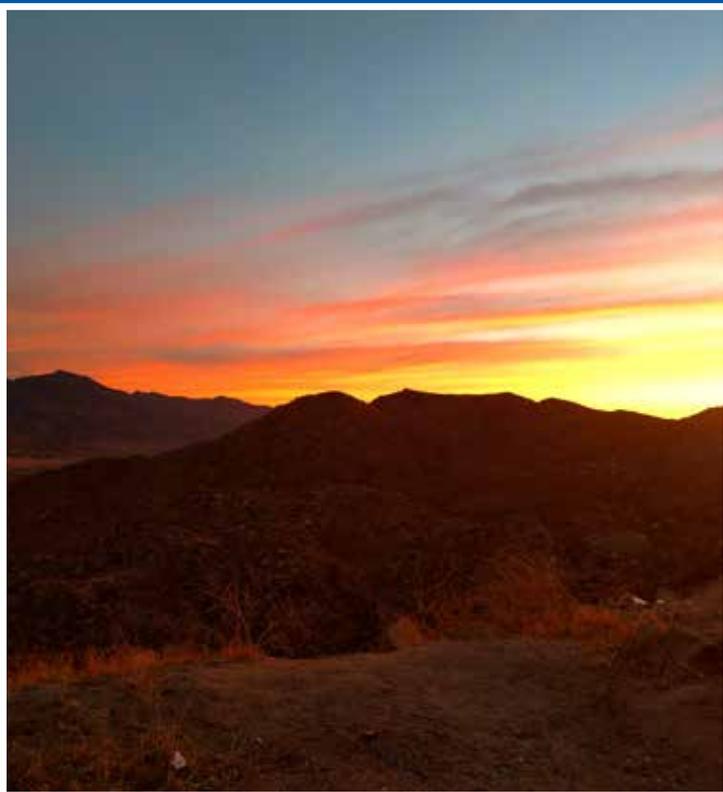
Recreational activities are plentiful with the mountain resorts of Idyllwild, Lake Arrowhead and Big Bear only a short drive away. The premier golf destinations of Palm Springs, Rancho Mirage and Indian Wells are equally close. Development opportunities exist for commercial, industrial and residential projects. These opportunities are enhanced by City owned water and electric utilities, a municipal airport and easy access to four commercial airports.

GOVERNMENT

Incorporated in 1913, the City of Banning is a general law city operating under the Council-Manager form of government. Five City Council members are elected from five districts and serve staggered four-year terms. The City Manager and City Attorney are appointed by the City Council. Banning is a full-service city with approximately 160 full time employees. Departments include Administrative Services, Community Development, Electric Utility, Executive, Parks & Recreation, Police, and Public Works. Fire protection services are provided via a contract with Riverside County. The City's overall budget is approximately \$97.2 million with a general fund budget of approximately \$16.4 million.

THE POSITION

The Parks & Recreation Director is responsible for overall leadership and management of the Parks & Recreation Department. The Director manages, plans, organizes, directs and administers various recreation programs and special events for the community, including the maintenance of parks and related facilities; plans, directs, and supervises the work of full- and part-time staff; manages the Department budget; provides staff support to City Commissions and Committees; facilitates the use of all City parks and athletic resources to community sports organizations; coordinates assigned activities with other City Departments, outside organizations, and the general public; provides highly-responsible and complex administrative support to the City Manager.



MISSION STATEMENT

Our mission as a City is to provide citizens a safe, pleasant and prosperous community in which to live, work and play. We will achieve this in a cost-effective, citizen-friendly and open manner.

To learn more about the City of Banning, go to:
www.banning.ca.us/

To view the video, go to:
<http://bit.ly/CPSBanning>

Essential Functions

- » Functions as a member of the City's management team and works closely with the City Manager, Department Directors, and City Council on activities related to strategic planning and the development of City vision, mission and values.
- » Assume management responsibility for all services and activities of the Parks & Recreation Department within limits prescribed by law and in accordance with established guidelines.
- » Assume management responsibility for the maintenance of all parks and related facilities.
- » Ensures that the Department's programs are implemented in a manner consistent with the City's goals and policies; determines major departmental policies, performs short- and long-range planning activities, and sets direction, goals, objectives and priorities for the Department.
- » Supervise, promote, implement, coordinate, and evaluate various recreational programs for children and adults including the annual 4th of July Celebration, senior center, Stagecoach Days, Holiday Tree Lighting, summer youth camp, annual Disaster Expo, and specialized one-day sports events and programs.
- » Participate in the negotiation, development, planning, design and implementation of related City Capital Improvement Projects as well as capital improvements to existing facilities.
- » Continuously monitor and evaluate the efficiency and effectiveness of Department methods, procedures and programs; assess and monitor workload; identify and implement opportunities for improvement; review with City Manager where appropriate.
- » Facilitate use of all City athletic resources to community sports organizations; supervise operations of all City athletic facilities.
- » Prepare a variety of complex analytical and statistical reports and presentations.
- » Respond to and resolve sensitive and difficult public inquiries and complaints.
- » Develop, prepare, and administer Department budget, including preparing cost estimates and justifications for budget recommendations, researching and recommending Capital Improvement Projects, and monitoring and controlling expenditures.
- » Develop and implement Department policies, procedures, and fee schedules; evaluate equity and adequacy of policy and fee schedules on an on-going basis; make revision recommendations as needed.
- » Work closely with the School District regarding joint-use and capital improvements of facilities.
- » Maintain close contact with school officials and community groups regarding program offerings and coordination of services.
- » Perform other duties as required for the success of the Department.



THE IDEAL CANDIDATE

The ideal candidate will be an innovative and collaborative leader with a strong work ethic; possessing strategic awareness and a sense of vision, a cooperative spirit, excellent communication and interpersonal skills, and strong political and business acumen. The new Director will have an engaging management style with a successful track record of creating and implementing creative and nontraditional approaches to challenges while maintaining energy and enthusiasm within the department. The successful candidate shall have expertise in the areas of recreation and parks management, budget administration, and the ability to build and maintain collaborative relationships with City Council, regional and business partners, surrounding cities, governmental agencies, staff and the community, through open and respectful dialogue. The City seeks someone who is responsive and approachable, has excellent public relations skills, and a candidate that can demonstrate the ability to work positively and effectively with staff, develop talent, promote positive morale and develop a team-oriented working environment.

Skills and Characteristics

- » A solid role model with a positive presence, demonstrates initiative, is action-oriented, exercises good judgement, treats others with respect, and is open and approachable.
- » Able to develop a culture of high integrity, transparency, and professionalism that supports training, employee growth and development.
- » Create and foster stability, succession planning and a department of high performance, accountability, and high morale through a positive and inspiring leadership style.
- » An active problem solver who anticipates and responds to problems in a timely manner, develops alternative solutions, and is able to bring resolution to issues quickly, while involving others.
- » Successful at building collaborative business and community-oriented working relationships.
- » A leader who can blend innovation and creativity, think outside the box, can creatively move the Department in a positive direction, or next step, while acknowledging and responding to its challenges.
- » Technologically astute; recognizes the value of harnessing and integrating the benefits of cutting edge technology in city government and for residents.
- » A manager that can appreciate diversity and recognize the strength it brings to the community.

MINIMUM QUALIFICATIONS

- » A Bachelor's degree from an accredited college or university with major course work in recreation, public administration, physical education, or a related field is required.
- » A Master's degree is preferred.
- » Five (5) years of increasingly responsible experience in the administration of recreational programming and social and cultural programs and services.
- » Three (3) years of management and supervisory experience. Experience in park facilities planning and design, as well as developing, planning, implementing, and facilitating sports programs is required.

LICENSE AND CERTIFICATION REQUIREMENTS

- » Must obtain a valid California Driver License within thirty (30) days after employment.
- » An acceptable driving record.
- » CPR and First Aid certificates.
- » Certified Park and Recreation Professional (CPRP) as granted by the National Recreation and Park Association (NRPA) is preferred.

COMPENSATION AND BENEFITS

The salary range for this position is **\$107,519.91 to \$145,461.27** commensurate with experience and qualifications.

- » CalPERS Retirement: New employees with recent service with CalPERS pay up to 7% of the employee rate with the 2% @ 60 Plan and 3 year average formula. New hires with no CalPERS service as of January 1, 2013, will pay 6.2% of the employee rate and will be subject to the 2% @ 62 Plan, with 3 year average formula and a mandatory contribution of normal costs as established by the new Pension Reform Act Law.
- » The City also participates in Social Security.
- » Cafeteria Allowance: Allotment of \$20,000 per year. The funds may be used towards the purchase of medical, dental or other supplemental insurance coverage. Employee is entitled to receive 92.5% of the cafeteria benefit as taxable income or converted to a 457 Plan or City sponsored plan.
- » Medical Savings Account if proof of acceptable outside insurance is provided.
- » Vision Expense: \$300 eyewear/eye-care reimbursement every 2 years.
- » Car Allowance: \$250 per month.
- » Utility Allowance: \$150 per month against cost of Electric and Water if residing within Banning city limits.
- » Education Incentive: Pays up to \$275 per month for possession of a Master's degree and professional certification.
- » Life/Disability Insurance: \$150,000 basic life insurance and AD&D.
- » Must participate in the City's STD/LTD insurance which provides 60% of pre-disability salary, tax free, up to \$5,000 per month.
- » Paid Leave: 160 hours of vacation with right to cash in a maximum of 80 hours annually, 98 hours of executive leave annually, 10 paid holidays and one (1) floating holiday annually; 96 hours sick leave with right to cash in a maximum of 96 hours annually with 40 hours minimum balance.

APPLICATION PROCESS

The final filing date is **Friday, July 19, 2019**. To be considered, please submit a resume, cover letter, and five work-related references (who will not be contacted in the early stages of the recruitment) to: <https://executivesearch.cpshr.us/JobDetail?ID=470>

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



Frank Rojas
CPS HR Consulting
Phone (916) 471-3111

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. CPS HR Consulting will report the results to the City. The City will then select candidates who will be invited to participate in City interviews. Extensive reference and background checks will be completed on the selected candidate.

