

OPPORTUNITY

Fulton-El Camino Recreation and Park District in Sacramento County is seeking a new General Manager. This position offers a unique opportunity to lead an established organization and dedicated staff as the District moves into the future.

THE POSITION

Reporting to the Board of Directors, the General Manager is responsible for planning, organizing, directing and coordinating all policies, activities, and functions of the District. Leads the agency by example through the daily operation of a full service recreation and park district. FY 2019/20 General Fund Budget is \$3,098,470 and the two Benefit Assessment Budgets total \$1,032,833. Reporting to the General Manager are the Superintendents of Administration, Recreation, Maintenance and the Chief of Park Police.

THE ORGANIZATION

The Fulton-El Camino Recreation and Park District serves a population of 30,000, maintains seven parks, two community centers. The parks feature a pool complex, athletic fields, basketball, tennis, and volleyball courts, fishing pond, splash park, playgrounds and picnic areas.

THE IDEAL CANDIDATE

- A person who has broad experience in public parks and recreation management
- A solid leader and role model with a positive presence; demonstrates initiative, is action-oriented, exercises good judgement, treats others with respect, and is open and approachable.

- A person with the highest ethical standards who is willing to make difficult decisions based on what is right, enforces not just the letter of the law but the spirit of the law
- An outstanding manager of people who provides guidance and professional support to staff, offers regular feedback to employees, and serves as a mentor in providing training and growth opportunities
- Innovative, creative, and forward thinking
- A leader who is collaborative and supportive in working with the Board and staff
- An excellent communicator willing to listen and able to build trust

ESSENTIAL FUNCTIONS

- Organizes, manages and oversees an efficient administration of the District
- Develops policy for Board approval regarding District Services
- Directly oversees the operations of the Park Police as the Director of Public Safety.
- Prepare and present reports both written and orally for the Board of Directors at regular meetings and in front of decision making bodies
- Prepare and administer the regular district budget, and two assessment district budgets
- Ensures the provision of a comprehensive parks and recreation program
- Ensures the provision of liability coverage for programs, facilities and operations.
- Evaluates present and future needs of facilities, services, and programs
- Ensures District facilities, equipment, and other assets are safe and maintained in good condition

KEY COMPETENCIES

- Principles and practices of public administration including fiscal planning and control, administrative procedures, organization management, and policy development and implementation
- Laws, rules, and ordinances governing special district functions, programs and operations
- Principles of budget development and expenditure control, including capital improvement budgets
- Ability to connect with grant sources and securing sponsorships
- Principles and practices of park development, park maintenance, and recreation program development and administration

QUALIFICATIONS

- Five years' experience in, and knowledge of, recreation and community services programs and/or local government, is preferred
- A Bachelor's degree from an accredited college or university in business, public administration, recreation or leisure studies, environmental studies, or a related field is desirable
- Possession or ability to acquire a valid California State Motor Vehicles Operators License
- Registration with the California Park and Recreation Society is desirable
- Must be able to pass a physical and have no violent misdemeanor or felony convictions

COMPENSATION AND BENEFITS

Monthly Salary Range: \$6,923 - \$8,099 (Plus expense allowance) Actual starting salary will depend on the qualifications of the successful candidate. The District offers a comprehensive benefit package. Basic features include:

- Calif. Public Employees Retirement System (CalPERS) 2% at 60
- Health Insurance – District provides full family coverage for medical dental and vision
- Holidays – 13 per year (includes 3 personal holidays)
- Vacation – 12 days per year to start
- Sick leave – 15 days per year
- Long Term Disability

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date is May 4, 2020 at 5:00 PM

To be considered for this position, please submit a resume and District Application for Employment and the names of four work related references. Resume should indicate both the beginning and ending dates of positions held. A screening panel will review all applications and select the most qualified candidates to be interviewed by the District's Board of Directors.

Application may be downloaded: www.fecrpd.com

Submit application and resume to the attention of:

Michael Grace
General Manager

Vial mail:
2201 Cottage Way
Sacramento, CA 95825

Via e-mail:
mgrace@fecrpd.com

For more information please contact Mike Grace at mgrace@fecrpd.com or by phone at (916) 927-3802 ext. 118.