



The City of Pacifica

Is currently accepting applications for the position of

Director of Parks, Beaches & Recreation

PACIFICA **PARKS**
BEACHES
RECREATION

Department Mission

Working together to build

a healthy, inclusive, connected Community through
positive social and recreational experiences.





[How To Apply](#)

We are pleased to announce the recruitment and selection opportunity for our Director of Parks, Beaches, and Recreation. This brochure provides background information about the City and the municipal organization. Candidates interested in applying for the position may submit their online application, cover letter and resume by September 4, 2024, at 5:00PM at <https://www.calopps.org/city-of-pacifica>.

[The Community](#)

Approximately half of the land in this small city is protected open space. More than one thousand acres belong to the famed Golden Gate National Recreation Area. These bountiful parklands give Pacifica a spaciousness rarely found in suburban areas, yet it is only three miles from San Francisco's southern border and less than 20 minutes to downtown. The natural world of beaches, headlands and hills provides a wide range of recreational opportunities. These include surfing, scuba, fishing, paragliding, hiking, birding, mountain biking, boating and horseback riding. There are also opportunities for golf, tennis, bowling, archery and team sports. Several miles of coastal and ridgetop trails tie Pacifica to neighboring communities.

[The Organization](#)

The City of Pacifica is a general law city and operates under the Council/Manager Form of Government. Legislative authority is vested in a five-member City Council elected at large. The Mayor is selected each year by a majority vote of the other Council members. The Council appoints the City Manager, City Attorney, and members of advisory commissions and committees.

During the Spring of 2023, the City Council undertook a comprehensive strategic planning process, which resulted in the Pacifica Strategic Plan 2023-2030 establishing strategies to achieve the following five overarching goals during the seven-year period:

- Enhance organizational and fiscal stability.
- Improve and steward City infrastructure, streets, and facilities.
- Prioritize protection and development of affordable housing.
- Pursue climate change adaptation and mitigation.
- Broaden public communications and collaboration.

Progress on the Plan is provided through periodic updates, which can be found at the following link: [City Council Strategic Plan | City of Pacifica](#)

The City Manager Kevin Woodhouse has a collaborative and visionary style to complement and enable the Council's vision. The City Manager's management style encourages collaboration, innovation, accountability, communication, ethics, transparency and excellence.

Pacifica is a full-service city (approximately 200.75 FTE) with a proposed FY 2024/25 general fund budget of \$48.1 million. The City delivers municipal services through seven departments: the City Manager's office (including the City Clerk, Economic Development, and contract City Attorney); Administrative Services (Finance, Human Resources, and IT Divisions); Parks, Beaches, and Recreation; Community Development; Public Works (Field Services & Engineering and Wastewater); Police; and Fire (via North County Fire Authority). Employees are represented by eight bargaining units.

The Department

The Parks, Beaches and Recreation (PB&R) Department is made up of support/administrative services and three main program divisions that provide recreation and human services to the community. These divisions are Child Care, Recreation, and Senior Services. The department also has very robust Senior and Youth volunteer programs. The PB&R Department has an adopted budget of approximately \$6.3 million, 33.5 full-time positions and approximately 70 part-time staff.

The Department's Child Care Services is licensed by the State of California Department of Social Services to provide before and after-school care for children ages 5-13 years-old at four elementary school sites and preschool services for children ages 3-5-years-old at five sites in Pacifica. Child Care is funded through participant fees for service and subsidized Child Care grants for income eligible families from the State Department of Education with additional support from the City of Pacifica General Fund, San Mateo County office of Education enrichment grants, fundraising efforts and Pacificans Care grants.

The Recreation Division administers year-round and special event programs that include youth programming, toddler through adult recreation classes, aquatics programming, and facility reservations. The Division also offers opportunities for participation in community engagement and outreach, including membership in Pacifica's Youth Advisory Board. Recreation programs are funded by user fees and the General Fund.

Senior Services operates a multi-purpose senior center Monday through Friday providing a Congregate Nutrition Lunch Program, Meals on Wheels, Transportation, Information and Referral Services, and approximately 40 weekly classes as well as numerous social groups, clubs, activities, and resources for seniors. Senior Services programs are currently funded by Older American Act grants, San Mateo County grants, City of Pacifica General Fund support, Pacificans Care grants, charitable donations, client donations, and in-kind volunteer hours.

The Position

The Parks, Beaches, and Recreation Director provides the Executive Leadership to the department and reports to the City Manager. Under general direction, the Director performs professional and technical work in administering, promoting, organizing, planning, and directing the development and operations of the City's Parks, Beaches, and Recreation Department programs. The Director plans, directs, and coordinates the work of the Department; implements policies and establishes procedures related to department functions; develops and administers the department budget; drives staff development and culture; and establishes and maintains liaison to the public.





Minimum Qualifications

Education and Experience:

- Equivalent to graduation from an accredited four-year college or university with major course work in recreation administration, business or public administration, or related field.
- Five (5) years of professional management experience in parks, recreation, cultural services or a closely related field, which included a high-level budget and finance experience, with at least two (2) years of supervisory or administrative experience in recreation management.
- Possession of an advanced degree in recreation or public administration is desirable.
- Ability to work a flexible schedule including evenings and weekends as needed.

The Ideal Candidate

- Have the requisite knowledge and skills to plan, organize, coordinate, administer and direct the work of the Parks, Beaches, and Recreation Department.
- Have the ability to exercise independent judgement in interpreting and enforcing policies.
- Be a dynamic leader and excellent communicator with a proven record of accomplishment in building relationships and teamwork, who embraces the local community.
- Have the knowledge of Federal, State, local ordinances and codes applicable to parks and recreation.
- Have the experience in contract negotiations and budget administration.
- Have the ability and knowledge of practices and techniques of budget preparation, monitoring and control.
- Be intuitive, curious, and creative for recreation, cultural, athletic, social and human services needs of all age groups.
- Have the knowledge of principles and practices of employee and volunteer supervision, including work planning, assignment, direction, review, and training.
- Have experience and have applied regulations and rules related to the program areas and facilities.

The City of Pacifica offers a highly competitive compensation and benefits package for this position according to its Unrepresented Management Employees, as listed below:

Benefits and Compensation

The annual salary range (FY2024-25) for this full-time 40-hour management position is **\$191,328 to \$218,808** and appointment will be made based on the qualifications of the selected candidate. In Addition, the following benefits are provided.

Retirement: California Public Employees Retirement System (CalPERS):

Miscellaneous Tier One – 2.5% @ 55 years of age for CalPERS classic members contribution.

Miscellaneous Tier Two – 2.0% @ 62 pension formula shall apply to those hired on or after January 1, 2013.

Retirement Health Savings (RHS): Employer contribution of 2% helps you build assets for medical expenses before you leave service on a tax-free basis.

Health Benefits: Health benefits are offered through the CalPERS Health Program. The City will contribute toward the cost of health benefits to cover a majority of the premium, based on coverage level. Health In-Lieu Payment Plan: The City will pay a monthly taxable \$550 in-lieu payment to eligible employees who decline coverage and certify eligibility for health coverage through another group health plan.

Dental and Vision: The City offers vision through VSP; dental through Delta Dental, typically covering 100% paid premiums of dental expenses and \$2,000 lifetime orthodontic maximum for employee and dependents.

Car Allowance: \$450/per month

Vacation Leave: 11-27 days annually depending on years of service.

Holidays: 11 paid holidays plus 2 Floating Holidays annually.

Sick Leave: You will earn (1) day per month.

Administrative Leave: 88 hours per fiscal year.

Deferred Compensation: choice of three plans.

Long-Term Disability Insurance and Life Insurance: City provides paid long-term disability and life insurance coverage through Voya Financial, and an Employee Assistance Program through MHN. Click on the link for additional information: [Benefits for Unrepresented](#)

How To Apply

To be considered for this employment opportunity, please complete the City Application and include your cover letter and resume by going online to CalOpps to complete your application and supplemental questionnaire: <https://www.calopps.org/city-of-pacifica>

Inquiries pertaining to the recruitment, the application process or additional information about the position, or the City, may be directed to Michael Perez, Director of Parks, Beaches, and Recreation at mperez@pacifica.gov. Successful candidates will be invited to participate in an oral board interview and if successful, final interview will be with the City Manager. (*References will not be contacted until the applicant is seriously considered.*)

The City of Pacifica provides Equal Employment Opportunity to all applicants regardless of sex, race, color, marital status, religion, ancestry, national origin, medical condition, disability, age, sexual orientation.



The City of Pacifica
Invites you to join our TEAM!



What happens next?

This recruitment opens on August 15, 2024, and closes on September 4, 2024, at 5:00PM.

Oral Panel Interviews will take place in-person on September 10, 2024.

Following the closing date, resumes will be screened in relation to the criteria in this brochure. Candidates with the most relevant qualifications will immediately be invited to the oral panel examination by September 6, 2024.

- We will review your application and all supplemental materials to select the best qualified applicants to continue in the process. Screening will include a review of minimum qualifications, application appraisal rating of education, and experience and relevance of background qualifications related to the target job as well as supplemental questions if applicable.
- Applicants selected to move forward in the process may be asked to participate in any combination of the following (at any phase of the selection process): a written examination, job related exercise, physical test or job simulation, phone interview, in-person or video interview(s), and/or web-based testing.
- The final phase of the selection process will be a final interview with the City Manager.