



MONTEREY COUNTY

Announces an Employment
Opportunity for

**DIRECTOR,
MONTEREY COUNTY
PARKS DEPARTMENT**



Monterey County is seeking an experienced, progressive and service oriented municipal administrator to be the County's new **Director, Monterey County Parks Department**.

THE REGION

Monterey County's 428,000 residents enjoy a wide range of natural environments, rich agricultural lands, gentle Mediterranean climate, and a high quality of life. Residents are proud of their global reputation, rich history, and cultural and economic diversity; protective of their natural resources and pristine environment; and sensitive to the need to provide quality opportunities for the public's enjoyment and recreation. Monterey County's 3,324 square miles encompass 12 cities in four richly distinctive communities: North County, Monterey Peninsula, Salinas Valley, and the Big Sur Coastline. The County's two largest industries are agriculture (\$4 billion annually) and tourism (\$2 billion annually). Appreciation for each region's unique history, natural resources and rich ethnic, cultural and religious diversity contributes to a sense of community that encourages the active participation and involvement of all residents. Nestled in its naturally beautiful environment, 95 miles south of San Francisco and 60 miles south of San Jose, Monterey County offers ready access to major urban centers, beautiful parks and recreational facilities, and excellent educational and research institutions.

COUNTY GOVERNMENT

Monterey County is one of the original counties of California, created in 1850 by the state's first legislature. Not only was Monterey the first county seat, it was California's first capitol. The County is now ranked 19th in population among the 58 California counties. Monterey County is a "general law" county with authority to govern the County vested in a five-member Board of Supervisors. The County has a \$1.1 billion annual budget and 4,860 highly dedicated employees.

THE DEPARTMENT

The Monterey County Parks Department operates, maintains and secures a system of nine County parks facilities sprinkled from the northern County line to the southern County line. There are six (6) County day-use parks, two recreational reservoirs (Lake Nacimiento and Lake San Antonio), RV and campgrounds in four (4) of the facilities, and a world class racing facility at the Mazda-Laguna Seca Raceway. The County's Parks System enriches the local community by providing an assortment of outdoor and recreational activities, while boosting local tourism and economic activity. The Department's budget has ranged from \$9 to \$11 million in the last two fiscal years. The Department has 42 highly dedicated full-time and 12 part-time employees, and a number of valued community volunteers.

THE POSITION

The **Director** is an executive-level department head appointed by the County Administrative Officer (CAO); the Director reports directly to an Assistant County Administrative Officer (CAAO). The Director is a key member of the County's executive team that works with the CAO to establish and address organizational priorities, enhance interdepartmental coordination; and advises on significant policy and fiscal issues. The Director works closely with department division heads in the preparation of strategic plans for revenue generation, environmental protection, public safety, economic development, acquisition, capital improvement, and maintenance and visitor services. The Director is an At-Will employee responsible for administering the day-to day operations of the Parks Department; developing and managing the Department's budget; overseeing human and financial resources including organizational and staff development; negotiating and managing concession agreements; engaging the community in meaningful ways to enhance the park facilities and Department programs; managing and maintaining park facilities; engaging local park agencies

in regional opportunities; overseeing the Department's Park Ranger Program that enhances public safety; ensuring compliance with Federal, State, and County Equal Opportunity laws and policies; implementing the policies and directives of the County Administrative Officer and Board of Supervisors; serving as staff to the Monterey County Park Commission; and acting as the County's representative to the Community, regional, Federal and State regulatory agencies. The Department was recently restructured into three division: Operations, Finance and Public Safety.

CHALLENGES AND ISSUES

The challenges and issues faced by the Park Department are often complex and require interdepartmental coordination. Some current challenges and issues that need to be undertaken are:

- Addressing critical budget issues that impact Department operations.
- Building and maintaining strong working relationships with the Board of Supervisors, CAO, Department staff, other County Departments, public interest groups, and Federal, State and other regulatory agencies.
- Diversifying the Department's workforce.
- Negotiating and managing concession agreements including but not limited to the Laguna Seca Recreation area that features the Mazda Raceway.
- Overseeing and enforcing an increasingly complex and regulated work environment including updating operating policies and procedures
- Implementing the Department's Strategic Plan.
- Exploring public safety alternatives involving the Park Ranger Program.

QUALIFICATIONS

Qualified candidates will typically have education, experience and training equivalent to a Bachelor's degree in public/business administration, park administration, facilities management, or a closely related field, and five (5) years of increasingly responsible experience in municipal management, park administration, facilities management, public works, and community or recreational services, including three (3) years managing staff in a complex public agency system. A graduate degree and experience in a diverse community are desirable.

The ideal candidate will have excellent interpersonal and stakeholder relationship skills; possess strong budget and fiscal management acumen; have a positive track record in organizational development and workforce diversity; be well versed in strategic planning, goal setting, contract negotiations and project management; have the ability to lead effectively in a collaborative environment; be customer service oriented; and have excellent written and oral communication skills. In addition, the ideal candidate will be knowledgeable about pertinent local, State and Federal laws, rules and regulations regarding park services and Equal Employment Opportunity.

PERSONAL CHARACTERISTICS

- Innovative Leader
- Enthusiastic, Energetic & Hardworking
- Committed to Public Service
- Strategic Thinker
- Consensus Builder
- Team Player
- Analytical
- Problem Solver
- Politically Astute but Apolitical



*"QUALITY RECREATION
WITH A PERSONAL
TOUCH"*

SALARY AND BENEFITS

The salary for the Director is \$122,909 to \$167,864 Annually, Depending on Qualifications. In addition, the County offers a competitive benefits package that includes:

- Flexible Benefit Allowance: \$890.14 per month for employee only medical coverage when enrolled in a plan offered through the County.
- County-paid dental and vision for employee only.
- Medical Flexible Spending Account.
- Deferred Compensation: Voluntary participation deferred compensation program.
- Classic PERS members - Contribute 7% to Public Employees Retirement System (PERS); 2% at 55 retirement formula.
- New PERS- Contribute 6.25% to PERS and a 2% @ 62 retirement formula.
- Annual Leave: (In lieu of Vacation and Sick Leave) 23 days the first 2 years, progressing up to 37 days after 25 years.
- Holidays: 10 days per calendar year plus 1 Floating Holiday.
- Professional Leave: 10 days per year non-accruable, pro-rated in the first year.
- Long-Term Disability: Provided by the County.
- Life Insurance: \$50,000 term insurance policy. Monthly Vehicle Allowance of \$375 per month.
- The County participates in Social Security/Medicare.
- Other benefits: Management Expense Allowance, Professional Expense Stipend, and Annual Physical Examination reimbursement up to \$300 each Fiscal Year.

EQUAL OPPORTUNITY

Monterey County is an equal opportunity employer. The County seeks candidates who can make contributions in an environment of cultural and ethnic diversity. Monterey County provides reasonable accommodations for the disabled. If candidates require special arrangements to participate in the selection process, they should state their needs in writing when submitting an application package.

APPLICATION PROCESS

An application package consisting of two (2) copies of your resume with a signed cover letter outlining qualifications, an RJA supplemental questionnaire, and a list of five (5) professional references is required for consideration. A questionnaire can be obtained by calling RJA at (626) 447-3318 or through our website. Completed application packages should be sent to:

Dr. Richard Garcia, President
RJA Management Services, Inc.
2719 So. Mayflower Ave., Suite A
Arcadia, CA 91006
EOE
www.rjamanagement.com



Filing is Open Until Filled.

First review of application packets will be conducted on May 18, 2016.

Following the final filing date, application materials will be screened against the criteria in this brochure and preliminary interviews will be scheduled with candidates having the most relevant qualifications. Preliminary reference checks will then be conducted and qualified candidates will be reported to the County Administrative Officer and Assistant County Administrator. The County Administrative Officer and Assistant County Administrator will determine which candidates to invite to participate in the formal interview process. Selection of the **Director, Monterey County Parks Department** will follow shortly thereafter.

ADDITIONAL INFORMATION

Additional information about Monterey County can be obtained on the County's website: www.co.monterey.ca.us