

ASSISTANT DIRECTOR OF PARKS,
RECREATION, AND NEIGHBORHOOD SERVICES

SAN JOSE, CALIFORNIA



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SAN JOSE, CALIFORNIA

The City of San Jose (population approximately 950,767) is looking for a collaborative leader with a proven record to think strategically, enhance operational efficiencies, deliver high-quality programs and services, communicate skillfully, and attract, develop, and empower talented results-oriented leaders throughout the department. The successful candidate will be expected to continuously demonstrate interpersonal skills and judgment to create trust, deliver results, and influence a positive inclusive culture.

The Parks, Recreation, and Neighborhood Services Department (PRNS) creates and activates thriving places where people live, work, play, and learn, which include 46 community centers, 10 regional parks, 202 neighborhood parks, Happy Hollow Park and Zoo, 293 playgrounds and almost 65 miles of trails, and programs and services that touch the lives of individuals and families in our community.

In partnership with the PRNS Director, the PRNS Assistant Director provides leadership of the organization and strategic guidance to the four Deputy Directors. Reporting to the Director, this position is charged with running the complex day-to-day operations of the agency with 575 full-time staff and nearly 300 part-time staff (benefited and unbenefited) and an operating budget of approximately \$30 million along revenue sources including capital, grants, revenue generation and other special funds.

This recruitment is being conducted on a local, regional, and nationwide basis, encouraging applications from all individuals who meet the qualifications. All inquiries related to the recruitment and selection process for the Assistant Director of Parks, Recreation, and Neighborhood Services position are to be directed to the consultants listed below who are collaborating with the City of San Jose and its designated Search Committee.

Chuck Balling and Joe DeLuce, Consultants
GovHR USA

630 Dundee Road, Suite 225

Northbrook, IL 60062

TEL: 847-380-3240 Ext.130 or Ext.155

Formal applications should be submitted to:

www.govhrjobs.com



ABOUT THE CITY OF SAN JOSE

Known as the "Capital of Silicon Valley," the City of San José plays a vital economic and cultural role anchoring the world's leading region of innovation. Encompassing 178 square miles at the southern tip of the San Francisco Bay, San José is Northern California's largest city and the 12th largest city in the nation. With more than 950,000 residents San José is one of the most diverse large cities in the United States. San José's transformation into a global innovation center has resulted in one of the largest concentrations of technology companies and expertise in the world, including major tech headquarters like Cisco, Adobe, Samsung, and eBay as well as startups and advanced manufacturing. The City of San José has twice been named "The Most Innovative Large City in America" by the Center for Digital Government.



San José's quality of life is unsurpassed. Surrounded by the Diablo and Santa Cruz mountain ranges and enjoying an average of 300 days of sunshine a year, residents have easy access to the beaches along the California coast including Santa Cruz, Monterey, and Carmel-by-the-Sea; Yosemite and Lake Tahoe in the Sierra Nevada; local and Napa Valley wine country, and the rich cultural and recreational life of the entire Bay region.

San José has received accolades for its vibrant neighborhoods, healthy lifestyle, and diverse attractions from national media including Business Week and Money magazines. The downtown area is home to high-rise residential projects, theaters, museums, and diverse entertainment attractions such as live music, live theater, cafes, restaurants, and nightclubs. Inquiring minds are served by the Tech Museum of Innovation, the San José Museum of Art, and many local galleries and venues. 19 public school districts and over 300 private and parochial schools provide residents with a range of educational choices. Universities in and near the city include San José State University, Santa Clara University, Stanford University, and three University of California campuses.



CITY GOVERNMENT

The City of San José is a full-service Charter City and operates under a Council-Manager form of government. The City Council consists of 10 council members elected by district and a mayor elected at large. The City Manager, who reports to the Council, and the executive team provide strategic leadership that supports the policymaking role of the Mayor and the City Council and motivates and challenges the organization to deliver high quality services that meet the community's needs. The City actively engages with members of the community through Council-appointed boards and commissions.

In addition to providing a full range of municipal services including police and fire, San José operates an airport, municipal water system, a regional wastewater treatment facility, over 209 neighborhood and regional parks, an accredited zoo, and a library system with 24 branches. The City also oversees convention, cultural, and hospitality facilities that include the San José McEnergy Convention Center, Center for the Performing Arts, California Theater, Mexican Heritage Plaza, and the SAP Center San José – home of the National Hockey League's San José Sharks.

City operations are supported by over 7,040 positions and a total budget of over \$6 billion for the 2023-2024 fiscal year. San José is dedicated to maintaining the highest fiscal integrity and earning high credit ratings to ensure the consistent delivery of quality services to the community. Extensive information regarding San José can be found on the City's website at www.sanjoseca.gov.



PARKS, RECREATION AND NEIGHBORHOOD SERVICES DEPARTMENT

Are you ready to join a team that is "Building Community Through Fun?" Are you ready to make a difference?

The City of San José's Department of Parks, Recreation and Neighborhood Services (PRNS) is looking for people who want to make San José a better place to live. Our mission is to connect people through parks, recreation and neighborhood services for an active San José. ActivateSJ, PRNS' latest strategic work plan, is committed to establishing healthy communities that inspire belonging by following the guiding principles of stewardship, nature, equity & access, identity and public life. For more information, please visit activatesj.org.

The Department creates and activates thriving places where people live, work, play, and learn, which include 46 community centers, 10 regional parks, 202 neighborhood parks, Happy Hollow Park & Zoo, 293 playgrounds and almost 65 miles of trails, and programs and services that touch the lives of individuals and families in our community. We take a fun approach to public service, and value the public's trust. Our team is collaborative, supportive, and innovative. We are a fast-paced organization that takes decisive action after thoughtful planning. To learn more about the PRNS Department, [click here](#).

2023 "PRNS WRAPPED" COMMUNITY IMPACT REPORT



PARKS, RECREATION AND NEIGHBORHOOD SERVICES DEPARTMENT

The Department is guided by its Strategic Plan ActivateSJ, which follows principles of: Stewardship, Nature, Equity & Access, Identity, and Public Life.

GUIDING PRINCIPLES

PRNS has five Guiding Principles that direct decision making:

Stewardship – We Take Care of What We Have and Invest for the Future

Nature – We Protect, Preserve and Promote Outdoor Spaces for All People

Equity and Access – We Embrace People of All Ages, Cultures and Abilities

Identity – We are known as a Premier Parks, Recreation and Neighborhood Services System

Public Life – We Promote Community Spaces for a Safe, Fun and Healthy San Jose

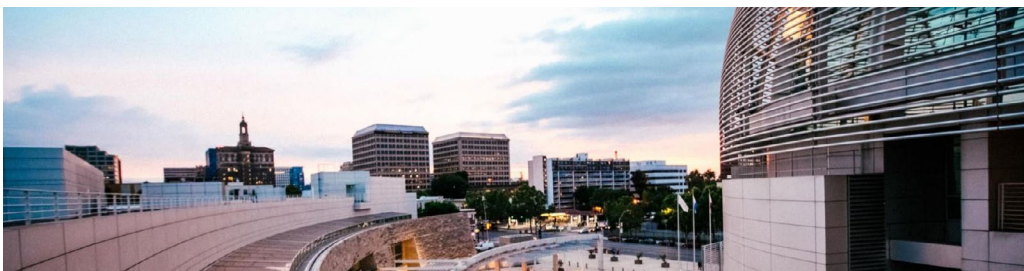
PRNS VISION STATEMENT: Healthy Communities That Inspire Belonging.

Why you want to help lead the San José PRNS Team:

- A citywide commitment to building community through efforts that define creative placemaking: expanding the community's access and engagement to public space and impacting the economic and visual dynamics of the city
- Collaborative work environment
- Knowledgeable, dedicated, and energetic staff
- An array of exciting and innovative projects to build and strengthen the community
- Over 4,000 recreational leisure classes that positively impact the lives of San José residents across all age groups.
- Internationally recognized programs such as VivaCalleSJ open streets events.
- Leading teams that support over 46 community centers, partnerships with nonprofit agencies, and other governmental partners.
- The opportunity to raise the level of identity, equity, sustainability, and public life in one of the nation's largest cities.

QUICK FACTS

Regional Parks	10
Neighborhood Parks	202
Playgrounds	293
Community Centers	46
Miles of Trails	64.9
Basketball Hoops	157
Gymnasiums	8
BMX Parks	2
Bocce Ball Courts	21
Community Gardens	21
Disc Golf Course	1
Dog Parks	15
Exercise & Par Courses	42
Family Camps	1
Farm Park	1
Fitness Rooms	6
Futsal Courts	5
Golf Courses	3
Handball Courts	11
Happy Hollow Park and Zoo	1
History Park	1
Horseshoe Pits	52
Japanese Friendship Garden	1
Lake Parks	2
Pickleball Courts	45
Picnic Locations	73
Reservable Fields	77
Roller Hockey Rink	1
Skate Parks	7
Swimming Pools	5
Tennis Courts	84
Volleyball Courts	18
Wedding Sites	8



OPPORTUNITIES AND CHALLENGES

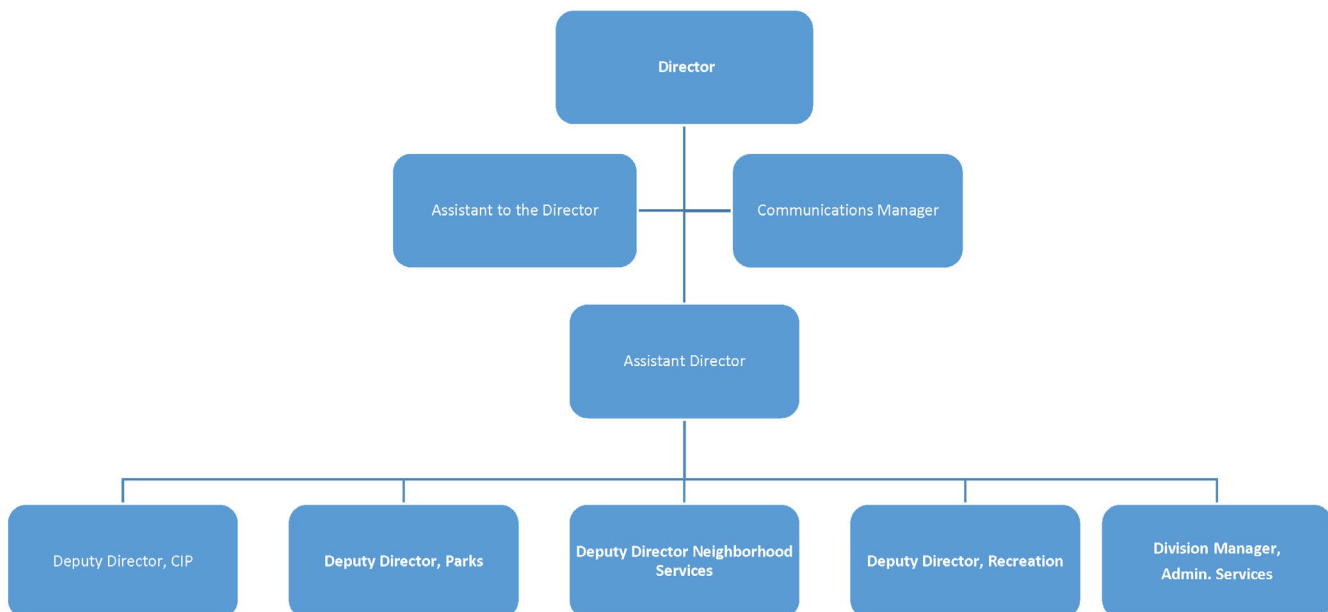
The next Assistant Director of Parks, Recreation and Neighborhood Services (PRNS) can expect to work on the following opportunities and challenges:

- Implement new programs and services that are beyond the traditional recreation programs and services.
- Willingness to be innovative in providing services for residents who do not have addresses.
- Provide all residents with parks, programs, and services that they feel safe participating anywhere within the city parks and facilities.
- The opportunity to raise the level of identity, equity, sustainability, and public life in one of the nation's largest cities.
- Focus staff efforts to continuously maintain and improve existing parks, recreational facilities, and trails.
- Innovate and effectively lead to continuously improve all aspects of PRNS services to the community.
- Welcome and engage all members of the community to partner with PRNS in caring for our spaces, resources, and programs.
- Diversify funding sources for a sustainable system.
- Build, equip and recognize a workforce of experts and leaders who take pride in service to the community.
- Focus departmental efforts to maintain and improve existing parks, recreational facilities, and trails.



Building Community Through Fun

Parks, Recreation and Neighborhood Services Executive Team





THE IDEAL CANDIDATE WILL BE:

A proven results-oriented leader with the ability to work in a demanding environment, think strategically, enhance operational efficiencies, deliver high-quality programs and services, communicate skillfully, work collaboratively, and attract, develop, and empower talented entrepreneurial leaders throughout the department. While overseeing their area of responsibility, the successful candidate will be expected to continuously demonstrate the interpersonal skills and judgment to create trust, deliver results, and influence a positive inclusive culture.

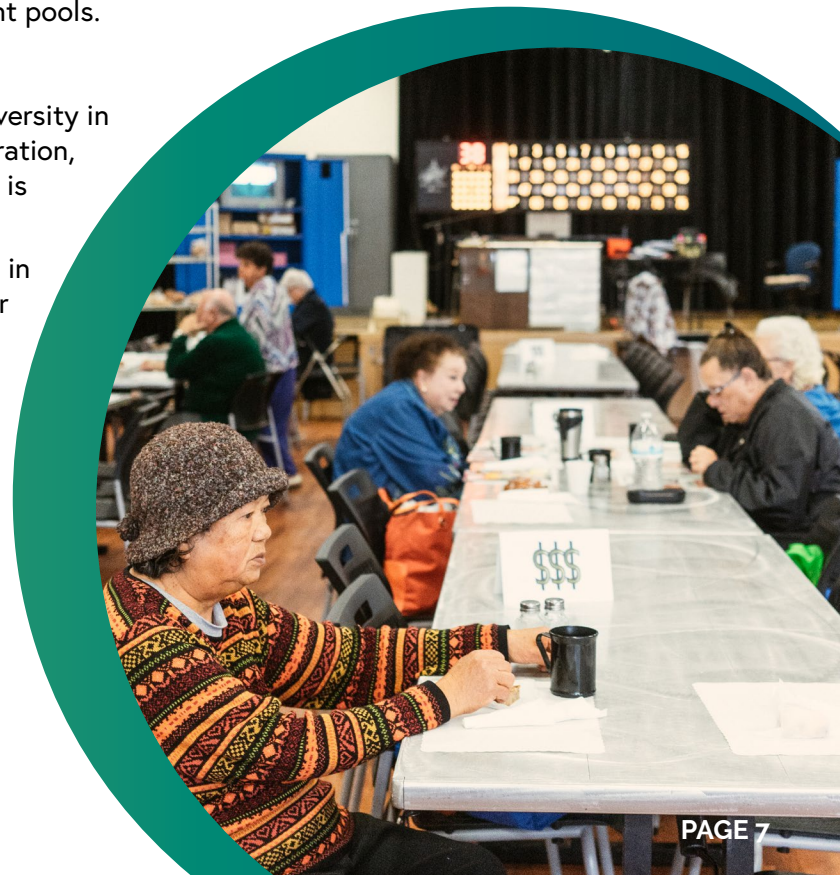
The ideal candidate will offer a professional history that reflects the ability to:

- Empower People to do their best work and contribute to their highest potential. In addition, demonstrated success with mentoring and developing future managers and leaders is highly desirable.
- Build Community through the effective and efficient delivery of services that enhance the quality of life for stakeholders and by providing well-maintained facilities and spaces for the community to play, learn, gather, connect, and engage.

- Deliver on Major Projects that are managed within allocated resources and approved timelines. Adeptness at overseeing complex projects, navigating through challenges, and overcoming perceived obstacles will be expected. Experience with capital projects/programs is preferred but not required.
- Enhance Efficiency in the operational and administrative aspects of a division or department that reflects a keen sense for identifying opportunities for optimization, simplification and/or automation.
- Think Strategically in ways that allow an organization to proactively identify issues so that team members can maximize their creative problem-solving abilities and the agency remains nimble and adaptable to emerging community needs and aspirations.
- Communicate Skillfully verbally and in writing in ways that reflect a deep understanding of the industry, high emotional intelligence, sophisticated political acumen, and impressive cultural competency. Outstanding interpersonal and relationship building skills will be expected; excellent presentation and speaking skills are strongly preferred.
- Attract Quality Talent to an organization by designing and implementing entrepreneurial strategies that expand reach, increase interest and result in high caliber talent pools.

Education and Experience

- A bachelor's degree from an accredited college or university in public or business administration, recreation administration, parks management, or related field; a master's degree is preferred.
- Seven (7) years of increasingly responsible experience in business management, business administration and/or relevant experience is required.
- Experience at a level equivalent to Deputy Director or higher in a mid-size or large diverse community is desirable.
- Experience managing a work unit equivalent to a major division within a public agency is strongly preferred.
- Experience in both parks and recreation is desirable but not required.



EMPLOYMENT ELIGIBILITY

Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of San Jose will NOT sponsor, represent, or sign any documents related to visa applications/transfers for H1-B or any other type of visa which requires an employer application.

COMPENSATION & BENEFITS

The approved salary range for this position is \$170,138.54 - \$274,847.82 annually (inclusive of 5% on-going non-pensionable pay). The actual salary will be determined by the selected candidate's qualifications and experience. The City of San José provides an excellent array of benefits.

HOW TO APPLY

Candidates must apply by Friday, April 19, 2024, with a resume reflecting the size of staff and budgets managed, cover letter and contact information for five work-related references (including 1 supervisor, 1 direct report and 1 colleague) to www.GovHRjobs.com to the attention of Chuck Balling, Vice President, or Joe DeLuce, Vice President, GovHR USA, 630 Dundee Road, #225, Northbrook, IL 60062. Tel: (847) 380-3240 x 130 or x 155.

Resumes will be screened in relation to the criteria outlined in this announcement. Candidates deemed to have the most relevant qualifications will be invited to proceed in the selection process. Additional phases of the selection process will consist of one or more interviews tentatively to be held June 2024. A final selection will be made upon completion of comprehensive references and background checks.

The City of San Jose is an Equal Opportunity Employer.

