

DIRECTOR OF PARKS AND RECREATION

City of Duarte, CA





THE COMMUNITY

The City of Duarte, California is a suburb of Los Angeles that traces its modern history back to 1841, when the governor of Alta California granted to ex-Mexican Corporal Andres Duarte and his wife nearly 7,000 acres of prime land in the upper San Gabriel Valley. Before that, the area was populated by bands of Shoshonean-speaking Indians who relied upon acorns from area oak trees and other local plants for sustenance. Many of Duarte's earliest pioneer families came to Duarte in the mid-1800's for their health, the pleasant climate, and the fertile soil. The City, which is located on historic Route 66, was incorporated on August 22, 1957 and counts both the City of Hope National Medical Center and The California School of the Arts San Gabriel Valley, among its many renowned attractions.

Known as the City of Health, Duarte is home to a culturally diverse community with approximately 21,300 residents who enjoy the mild year-round climate that characterizes the San Gabriel Mountain foothills. The 6.69 square mile City boasts high achieving schools that consistently earn state and national honors for the exceptional programs they offer.



City of Duarte Mission Statement

With integrity and transparency, the City of Duarte provides exemplary public services in a caring and fiscally responsible manner with a commitment to our community's future.

Additional information can be found at www.accessduarte.com.

CITY GOVERNANCE

The Duarte City Council is currently comprised of five members who are directly elected by the voters. During the election process this fall, the Council will transition to a seven-member team of individuals who each represent a specific district within the City. The Council serves as a legislative body for the City, Successor Agency to dissolved Redevelopment Agency, Housing Authority, and Community Facilities Financing Authority. It is responsible for the establishment of City policies, the adoption of ordinances and resolutions, the holding of public hearings, the adoption of the budget, the authorization of expenditures, and the appointment of the City Manager, City Attorney, and the members of City commissions and committees.

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THE PARKS AND RECREATION DEPARTMENT

The City of Duarte is an active community where residents enjoy and embrace a healthy lifestyle. The Duarte Parks and Recreation Department is proud to serve Duarte's residents with a variety of classes, parks, playgrounds, centers, events, programs and activities for all ages. Its assets include thirteen beautiful local parks, the Duarte Bike Trail, several athletic and multi-purpose fields, tennis, futsal and basketball courts, and the following facilities:

- **The Duarte Fitness Center**, a full service exercise facility with a competition pool and a children's pool
- **The Duarte Senior Center**, which offers a variety of enjoyable activities and sports for adults over the age of 55
- **The Duarte Teen Center**, which welcomes local teens to a wonderful facility that includes a computer lab, game room, boxing gym, and many other activities

There's a lot to enjoy in Duarte, and the Parks and Recreation Department is happy to provide the facilities and programs that its residents support and have come to expect. The results of the 2017 community-wide survey demonstrates the community's support for the parks and recreation department. The Duarte Parks and Recreation Department, in every facility, event and activity, welcomes all persons to participate in accordance with its program policies and strives to make everyone's experiences memorable and enriching. In Duarte, "Parks Make Life Better!"

THE POSITION

Under the direction of the City Manager, the Director of Parks and Recreation plans, organizes, staffs, directs, implements, reviews, and evaluates the activities of the Parks and Recreation Department and other related community services, programs and projects. Essential job duties include managing the daily operations and long range planning for the department (eight full time staff, 138 part time staff); managing department personnel; implementing administrative procedures and policies; preparing and monitoring the annual department budget; and providing staff support to Parks and Recreation Commission and other committees and commissions, as necessary. The Director also:

- Works collaboratively with citizen and other public groups, agencies and other city departments to coordinate the effective delivery of services,
- Oversees, organizes and develops volunteer programs and community events, and
- Assists in the planning, financing and development of recreational facilities.

Additional responsibilities include the preparation of reports and studies related to recreational programs, capital improvements and facilities maintenance; development and distribution of public information and marketing materials; preparation and monitoring of grants; and responses to/resolution of difficult and sensitive citizen inquiries and complaints.

THE IDEAL CANDIDATE

The City of Duarte seeks a politically savvy, community-focused municipal parks and recreation leader to serve as Director of the Parks and Recreation Department. The selected candidate will be a well-respected, proven leader who understands all aspects of the job, is forward thinking and willing to promote new and exciting ways to deliver recreation programs that enrich the community. He/She will be an excellent communicator who practices active listening and presents information in a clear and compelling manner to the City Council, city commissions and committees, outside agencies, and members of the community. This person will also be skilled at hiring, training and motivating staff. Finally, the selected candidate will be someone who thrives in an environment where interdepartmental coordination, a team mentality and a high degree of professional courtesy are expected.

Education and Experience:

Any equivalent combination of training and experience that provides the required knowledge, skills and abilities could be considered qualifying. A typical path toward preparing for this position would be a Master's degree in Public Administration, Management, Recreation or a closely related field AND 8-10 years progressively responsible experience in a directly applicable field, including at least 5 years in a supervisory/management capacity. Possession of a valid California driver's license is required by the date of hire.

COMPENSATION

The salary range for this position is \$132,972 - \$158,916 per year, DOQ. Duarte also provides an excellent benefits package, which includes CalPERS retirement based on appointment date and membership status with CalPERS, e.g. 2% @ 60 or 2% @ 62; generous City contribution to family medical insurance; City-paid dental, vision, short and long-term disability insurances. City-paid Employee Assistance Plan (EAP) and life insurance in an amount equal to employee's annual salary. 4/10 work schedule (closed Fridays), 11 paid holidays, 82 vacation hours (to start), 96 sick hours. Deferred compensation plans, credit union, tuition reimbursement, and computer loan program available. Department Heads are provided with a City vehicle for City business and limited personal use.

HOW TO APPLY

Please **apply on-line** at www.allianceRC.com by **October 5, 2018**. For questions and inquiries, please contact:

Cindy Krebs or Sherrill Uyeda

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