

COMMUNITY SERVICES DIRECTOR

City of El Segundo, CA





THE CITY

El Segundo is a General Law city that operates under the Council-Manager Form of Government. The City is governed by a five-member City Council elected at large, on a non-partisan basis, to four-year overlapping terms. The position of Mayor is selected by Council Members and serves a two-year term. The City Manager is appointed by the City Council to serve as the organization's Chief Executive Officer. The City delivers a comprehensive range of municipal services through nine major departments (including police and fire) with approximately 362 full-time equivalent (FTE) employees and a total budget of over \$160 million.

The City's population is just under 17,000, which has enabled the community to preserve its small-town intimacy and charm. Residents enjoy our neighborhood parks, youth sports programs and award-winning schools. As a regional center for commerce, El Segundo's daytime working population exceeds 75,000 with additional visitors staying at the City's 15 hotels. A high concentration of Fortune 500 companies such as AT&T, Gilead (Kite Pharma), Mattel, Northrop Grumman, Boeing, and Raytheon as well as entertainment, media, biomed, professional sports franchises, financial, and aerospace organizations call El Segundo home.

Experiencing tremendous economic growth and evolution over the past several years, the City has recently welcomed many new types of diverse businesses including Topgolf (opening in April 2022), Space Force, L'Oréal Cosmetics, Belkin International, NantStudios, and Beyond Meat. Throughout the region, El Segundo is known for its pro-business attitude and was recognized by the Los Angeles Economic Development Corporation as the "Most Business-Friendly City in Los Angeles County."

THE DEPARTMENT

The Community Services Department strives to be the heart of community wellbeing by connecting people of all ages to engaging experiences, information, and new ideas within our libraries, parks, and recreation facilities. The Department includes Administration, Library, and Recreation Divisions and is staffed with 90 FTE and an operating budget of approximately \$5.9 million. Community Services is the liaison to the Recreation & Parks Commission, Library Board of Trustees, and the Arts & Culture Advisory Committee. Key priorities and projects include the following: Recreation Park Needs Assessment for future improvements to the City's recreation facilities, fields, courts, and other outdoor spaces; capital improvement projects and requests for proposals for facility and service improvements such as the Urho Saari Swim Stadium "The Plunge", on-demand passenger transportation program, and Integrated Library System (ILS); implementation of the expanding Cultural Development Program, and full restoration of community programming and special events post pandemic.

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THE POSITION

The Community Services Director is a member of the City's Executive Team, providing highly responsible and professional staff assistance to the City Manager, City Council and serves as a liaison to the Recreation & Parks Commission, Library Board of Trustees, and the Arts & Culture Advisory Committee. The Community Services Director plans, organizes, and directs delivery of recreational services, activities, facilities, special events, library operations and administrative services; oversees and makes budget, personnel, and policy decisions; and develops and implements the Strategic Plan goals and objectives.

THE IDEAL CANDIDATE

The ideal candidate will be a passionate recreation and library professional with a high level of emotional intelligence and the ability to build trust and positive relationships with the community, employees, and other City departments. The Community Services Director will have outstanding communication skills with the ability to gain cooperation through discussion and persuasion while remaining calm, polished, and diplomatic. The successful candidate will possess strong organizational skills to manage multiple projects and services simultaneously while recognizing the importance of shifting priorities when needed. The ideal candidate will lead by example, holding employees accountable while embracing the role of coach and mentor to empower employees to deliver the Strategic Plan goals. Preferably, the selected candidate will have significant experience in working on capital improvement projects and the ability to manage expectations of the community and other stakeholders.

QUALIFICATION GUIDELINES

A combination of experience and training that would likely provide the required knowledge, skills, and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Seven years of increasingly responsible professional experience in recreation and/or library administration, including at least four years of management and supervisory experience.

Education: Master's degree in Library Science or a bachelor's degree in recreation or public administration, business administration, or related field is required.

COMPENSATION & BENEFITS

The salary for this position is \$160,980 to \$193,176 annually dependent on qualifications. The Community Services Director is covered under the Management and Confidential Group (unrepresented employee group) and provided with the following benefits package:

Work Schedule: 9/80 schedule.

Health Benefits: The City provides health plans through CalPERS medical, MetLife dental, and VSP vision. A monthly contribution of \$1,650 is provided (\$932 per month for medical and \$718 per month for flex dollars). Flex dollars may be used towards medical premiums and deferred compensation. Employees pay the balance of the medical premiums through a pre-tax payroll deduction. Click for the [Benefits Guide](#).

Leave Benefits: Vacation Leave is earned based on years of service in CalPERS, up to 7.7 hours per pay period. Sick Leave is earned at 8 hours per month.

Executive Leave: Executive leave of 80 hours per calendar year. There is no cash value to this leave.

Holidays: Twelve (12) paid holidays including one floating holiday which is added to your leave bank on January 1 every year.

Retirement: California Public Employee Retirement System (CalPERS) plan which offers reciprocity between agencies. Classic Tier II employees, who have been in the CalPERS system and are new to the City of El Segundo, will receive 2.0%@60 formula. Classic employees are required to contribute 8% of pensionable income towards their retirement benefit.

Social Security & Medicare: The City of El Segundo participates in Social Security. The City matches the employee contribution which is 6.2% of salary. Federal mandate requires all employees hired or rehired by any government agency on or after April 1, 1986, to participate in Medicare. The City matches the employee's Medicare contribution, which is 1.45% of salary.

Life Insurance: City paid policy of \$50,000.

Cell Phone Stipend: \$120 per month or City phone provided.

Flexible Spending and Dependent Care Accounts: Optional participation.

Section 457 Deferred Compensation Plan: Optional participation in Mission Square plan.

APPLICATION FILING PROCEDURE

Apply online at www.alliancerc.com by Friday, April 8, 2022. To be considered, your application should include a compelling cover letter and comprehensive resume. Top candidates may be asked to complete supplemental material to elaborate on areas of expertise and demonstrate their ability to communicate effectively. Candidates are encouraged to apply early for maximum consideration. This is a highly confidential search process. References will not be contacted until a mutual interest has been established. Confidential inquiries are welcomed and should be directed to a member of the Search Team:

Sherrill Uyeda
suyeda@alliancerc.com

Cindy Krebs
ckrebs@alliancerc.com

Contact via telephone
(562) 901-0769

The City of El Segundo is an Equal Opportunity Employer, committed to supporting Diversity Equity and Inclusion initiatives to build and sustain an environment that values diversity, welcomes opportunities to engage and understand others, and fosters a sense of belonging.

