



DEPUTY DIRECTORS

Parks, Recreation and Neighborhood Services



THE CITY

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 10th largest city in the nation. With more than one million 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.

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. Nineteen 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.

In 2011, the City adopted Envision San José 2040, a long-term growth plan that sets forth a vision and a comprehensive road map to guide the City’s anticipated growth through the year 2040. The Plan proactively directs significant anticipated growth in new homes and workplaces into transit-accessible, infill growth areas and supports evolution toward a more urban landscape and lifestyle. The San José area is powered by one of the most highly educated and productive populations in America. More than 40% of the workforce has a bachelor’s degree or higher, compared with 25% nationally. Forty percent of San José residents are foreign born, and 50% speak a language other than English at home.

San José is proud of its rich cultural diversity and global connections, and the essential role the City plays in connecting residents and businesses to the nation and the world.



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 6,592 positions and a total budget of \$4.1 billion for the 2020-2021 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.

THE PARKS, RECREATION, AND NEIGHBORHOOD SERVICES DEPARTMENT

The City of San José’s Parks, Recreation and Neighborhood Services Department (PRNS) is proud to be “Building Community Through Fun” through innovative and high-quality programs and services. PRNS has a major presence in the community, advancing education, health, and social connections in striving to meet the diverse needs of the community across the lifespan by connecting people to places and people to people.

Within a collaborative and supportive environment, team members are encouraged to approach service delivery in creative and non-traditional ways to best meet the needs of an incredibly diverse population and position the organization as an industry leader in cultivating healthy communities through quality programs and dynamic public spaces.

The Department is supported by an annual budget of nearly \$127 million and 742 FTE. Having one of the most unique service models of any agency of its type, PRNS consists of four major functional divisions:

- Recreation and Neighborhood Services
- Parks Operations and Maintenance
- Community Facilities Development (Capital Improvement)
- Strategic Support (Administrative Services)

Strategic support includes Budget and Fiscal Management Services, Employee Services, Park Planning and Development, Marketing and Public Information, and Contracting Services. In addition, the organization provides staff support to the Parks & Recreation, Senior Citizens, Neighborhoods, and Youth Commissions, as well as the Park Bond Citizen Oversight Committee.

Vision Healthy Communities that Inspire Belonging

Mission Connecting People through Parks, Recreation and Neighborhood Services for an Active San José

RECREATION AND NEIGHBORHOOD SERVICES (RNS)

RNS is supported by 322 FTE and an operating budget of approximately \$43 million along with various other sources including capital, grants, revenue generation and other special funds. Services and programs are delivered through its ten Hub Community Centers, Grace and Bascom Community Centers as well as through neighborhood partner facilities which are operated in partnership with nonprofit organizations. Services include preschool; youth and adult based programming; school and after-school education and recreation based programming; sports leagues and classes; services for older adults including senior nutrition; fee based programs; fitness programs; preschool programs; aquatics programs; youth intervention; neighborhood development; anti-graffiti/anti-litter, therapeutics, special events and activations; and summer camps.

Reporting to the PRNS Director and Assistant Director, the Deputy Director for RNS and their management team are directly responsible for the strategic planning of RNS program development, service delivery and financial sustainability. The position oversees all day-to-day operations of the division, including budget and policy recommendations. The Deputy Director is also responsible for providing leadership in advancing division and or department-wide initiatives. The Deputy Director leads a team that includes two Division Managers and their direct reports, Recreation Superintendents, Analysts, and Recreation Supervisors in daily operations, coordination of a department-wide financial sustainability effort, and the development of innovative strategies for program growth and enhancement.

Guiding Principles

- Stewardship:** We Take Care of What We Have and Invest in the Future
- Nature:** We Protect, Preserve and Promote Natural Areas for All People
- Equity & Access:** We Embrace People of Ages, Cultures and Abilities
- Identity:** We Aim to be a Premier Parks, Recreation and Neighborhood Services System
- Public Life:** We Promote Community Spaces for a Safe, Fun and Healthy San José

PARKS DIVISION (PARKS)

Parks is supported by 340 FTE and an operating budget of approximately \$58 million along with various other sources including capital, grants, revenue generation and other special funds. Services and programs are delivered through its 199 neighborhood parks, ten regional parks and 62 miles of urban trail. Typical services include parks maintenance and operations; recreation and leisure programming; sports field management; fee based programs; summer camps, permits and reservations; Park Ranger program; watershed protection and resource management; golf management; capital infrastructure repair and rehabilitation; special events; Happy Hollow Park & Zoo; and, San José Family Camp at Yosemite.

Reporting to the PRNS Director and Assistant Director, the Deputy Director for Parks is responsible for the strategic planning, enhancing the overall effectiveness of the Parks Division. The Deputy Director has leadership of departmental operational service functions including operations and maintenance service delivery; minor capital work; division administrative support including hiring strategies and professional staff development; facilitating concerns/requests from the City Council, staff and the public; contract administration and Asset Management/Business Intelligence (BI) development and application.

The Deputy Director leads a team that includes 2 Division Managers and Park Managers and provides essential services to the Director and Assistant Director. Key services include coordination of Parks Division operations with other City departments, county, state and national agencies; working closely with partners such as foundations, conservancies, and other non-profit groups; providing assistance in the development of annual operating and capital improvement budgets, including revenue enhancement plans; planning, coordinating, and directing work programs and projects for the maintenance and construction of the City park system; investigating and responding to the more complex inquiries regarding parks service delivery methods; resolving technical and operational problems; and, overseeing the protection and preservation of regional parks, open space and watershed properties.



WHY YOU WANT TO JOIN THE SAN JOSE 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 engaged staff
- Vast array of exciting and ongoing projects
- Recreational programs for toddlers to seniors
- 3,537 acres of parkland including Alum Rock Park (720 acres) – the oldest municipal park in California and one of the largest municipal parks in the United States
- Kelley Park – includes diverse facilities such as Happy Hollow Park & Zoo (an iconic, 50+ year-old, child-centric amusement park), the Japanese Friendship Garden, History Park at Kelley Park, and the Portuguese Historical Museum
- Emma Prusch Farm Park (43.5 acres) – demonstrates the valley's agricultural past and includes a 4-H barn, community gardens, a rare fruit orchard, demonstration gardens, picnic areas, and expanses of lawn
- The opportunity to raise the level of identity, equity, sustainability and public life in one of the nation's largest cities



THE IDEAL CANDIDATE

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.
- **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.
- **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.
- **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.
- **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. Further, the ability to create and sustain a culture that retains high performers will be considered favorably.

QUALIFICATIONS

- **Education:** A bachelor's degree in from an accredited college or university in public or business administration, recreation administration, parks management, or related field; a Master's degree is preferred.
- **Experience:** Six (6) years of increasingly responsible experience in senior level administrative and/or analytic work in a public or private agency.
- Experience managing a work unit equivalent to a major division within a public agency is strongly preferred.
- Experience in recreation administration and/or parks administration is strongly preferred.

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

BENEFITS AND COMPENSATION

The approved salary range for this position is \$124,012 - \$193,173. In addition to the starting salary, employees in this classification shall also receive an approximate five percent (5%) on-going non-pensionable pay. The actual salary shall be determined by the final candidate's qualifications and experience.

The City provides an excellent array of benefits, including:

- **Retirement:** Competitive defined benefit retirement plan with full reciprocity with CalPERS; defined contribution plan available as an option.
- **Health Insurance:** The City contributes 85 percent towards the premium of the lowest cost non-deductible plan. There are several plan options.
- **Dental Insurance:** The City contributes 100 percent of the premium of the lowest priced plan for dental coverage.
- **Personal Time:** Vacation is accrued initially at the rate of three weeks per year with amounts increasing up to five weeks after 15 years of service. Executive Leave of 40 hours is granted annually and depending upon success in the Management Performance Program could increase to up to 80 hours. Sick Leave is accrued at the rate of approximately 8 hours per month.
- **Holidays:** The City observes 14 paid holidays annually.
- **Deferred Compensation:** The City offers an optional 457 Plan.
- **Flexible Spending Accounts:** The City participates in Dependent Care Assistance and Medical Reimbursement Programs.
- **Insurance:** The City provides a term life policy equal to two times annual salary. Long-term disability and AD&D plans are optional.
- **Employee Assistance Program:** The City provides a comprehensive range of services through the EAP.

For more information on employee benefits, visit the City's benefits website: bit.ly/SJbenefits.



APPLICATION PROCESS

The final filing date is October 30, 2020. Please note that applications are currently not accepted through CalOpps or any other third party job board application system. To be considered, candidate must submit the following items via email directly to the City's recruiter listed below:

- A cover letter
- A resume that reflects the size of staff and budgets you have managed. Your resume should indicate both months and years of beginning/ending dates of positions held.
- List of six work-related references (who will not be contacted without prior notice).

Responses to the following five (5) application questions:

1. Do you have a preference for the Deputy Director for the Parks Division, the Recreation and Neighborhood Services Division, or no preference?
2. Why are you interested in the Deputy Director position for the City of San Jose's Department of Parks, Recreation and Neighborhood Services position?
3. Please describe your experience in strategic planning or strategic framework development. Please describe your role, challenges you encountered, how you overcame them, and what was the result of your work?
4. Please describe how you have contributed to improved systems and processes. In your response please include specific examples of your accomplishments in enhancing efficiency or service delivery.
5. Please describe how you have used the principle of equity to improve service delivery and how those efforts impacted to the community.

Please submit the requested materials and/or any question via email to:

My Truong
Sr. Employment Analyst
myphuong.truong@sanjoseca.gov

Resumes will be screened in relation to the criteria outlined in this brochure. 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. A final selection will be made upon completion of comprehensive reference and background checks.

