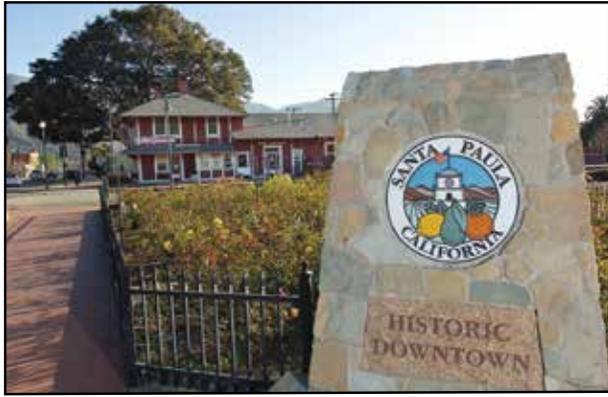


# Parks and Recreation Director

*One of  
Southern California's  
best kept secrets...*





## THE COMMUNITY

Located in the geographical center of Ventura County, the City of Santa Paula (pop. 31,138) is 65 miles northwest of Los Angeles and just 14 miles east of Ventura and the Pacific coastline. This charming community is surrounded by rolling hills, rugged mountain peaks, and orange, lemon, and avocado groves.

Known as the “Citrus Capital of the World,” Santa Paula is situated in the rich, agricultural Santa Clara River Valley and is a major distribution point for citrus fruit in the United States. It is home to Limonera Company, one of the premier integrated agribusiness operations in the world, as well as to Calavo Growers, Inc., one of the world’s largest processors of avocados. Other large agricultural operations in the City include Saticoy Lemon Company, Fruit Growers Supply, Pan American Seed, Shore Packing Company, Rain for Rent, and Fruit Growers Laboratory. Santa Paula also has a long history celebrating local art, highlighted through the Jeanette Cole Art Center, The Santa Paula Theater Center and Santa Paula Society of the Arts Gallery located in the beautifully restored Southern Pacific Train Depot.

Santa Paula is conveniently located in close proximity to many tourist, recreational, and cultural activities but maintains its own identity with a quaint, small-town feel, ideal climate, and reasonably-priced housing—leading many residents to call it “Hometown USA.” The City encompasses 5.4 square miles and offers 33 acres of parks and numerous historic attractions including the California Oil Museum, the Aviation Museum of Santa Paula, the vintage Santa Paula Airport, and historic Main Street, which is home to a variety of retail businesses. Annual community events include Main Street “Cruise Nights” featuring pre-1975 classic cars, the Citrus Festival, the Mexican-American Chamber of Commerce Carnival and DeColores Art Festival, the Heritage Valley Festival, the Children’s Halloween Parade, and the Santa Paula Christmas Parade. Many visitors come to the City aboard the Fillmore and Western Railroad, a historic train that runs between Santa Paula and Fillmore.

The City is served by the Santa Paula Unified School District and the Mupu School District. Higher education opportunities are available at both Ventura College, East Campus and Thomas Aquinas College, an internationally-known Catholic liberal arts college.

Santa Paula’s charm and hospitality will surprise anyone who visits, making it one of the best-kept secrets in Southern California. To find out more, visit <http://www.ci.santa-paula.ca.us>.

## CITY GOVERNMENT

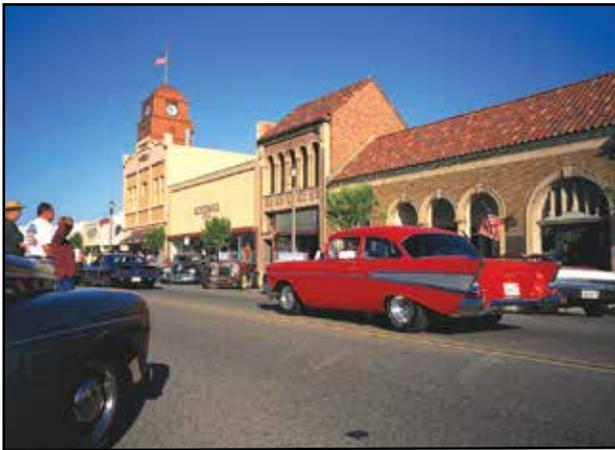
Santa Paula incorporated on April 22, 1902, as a General Law City. It operates under a Council-Manager form of government, with five City Council members elected at-large to four-year terms. The Mayor and Vice Mayor are both selected annually by the City Council from among their members. The City Clerk and City Treasurer are both elected to four-year terms, while the City Council appoints the City Manager and City Attorney. In addition to serving as the legislative body of City government, the City Council also serves as the Board of Directors for the Public Financing Authority and the Santa Paula Utility Authority.

The City Manager is responsible for the day-to-day business of the City, including implementing City Council policies and directions and administering City ordinances and policies. Santa Paula has a balanced total budget of \$37.8 million (\$13.2 million General Fund) for FY 2018-19 and is supported by 110 employees across six departments. In addition to Parks and Recreation, those include City Manager’s Department (Administration), Community Development, Finance, Police, and Public Works. Library services are provided by the Blanchard/Santa Paula Library District.

## THE DEPARTMENT

The Santa Paula Parks and Recreation Department (formerly known as the Community Services Department) works to provide opportunities for positive recreational and leisure activities for all ages and to ensure safe and healthy





recreational facilities through maintenance and repairs. It is responsible for numerous vital City services, including administration of the Santa Paula Community Center, recreation services, youth and senior services and building and grounds maintenance.

With ten (10) full time staff members and an annual budget of \$1.9 million, Parks and Recreation administers the maintenance of seven municipal parks, bike trail, skate park, and City facilities. It also handles public information for Santa Paula citizens, activities, programs, and special events. The Department's programs and classes include preschool, youth basketball, tumbling, yoga, youth summer camps, carnivals, Easter Egg Hunt/Earth Day Festival, and Senior Center activities, and the coordination of the Youth Center, among others. Staff members also act as a liaison to the Recreation Commission and oversee the Youth Advisory Committee and Senior Advisory Committee.

During Fiscal Year 2018-19, the Department is working to create and offer new programs including summer camps; new recreation classes; school year tutoring, social services, and recreation opportunities in partnership with the Police Department at the Las Piedras Park Police Substation; and after-school sports leagues and tournaments in collaboration with the School District.

With dedicated staff and a commitment to Santa Paula's hometown feel, the Parks and Recreation Department provides community and quality of life through people, parks, and programs.

## THE IDEAL CANDIDATE

The ideal candidate will be a progressive, enthusiastic professional who is highly accomplished in contemporary parks, public facilities, and recreation management. Known for consistently having a visible and accessible presence in the community, she/he will have an impressive track record of community engagement resulting in successfully addressing complex social, service delivery

and programming needs for a socio-economically diverse population.

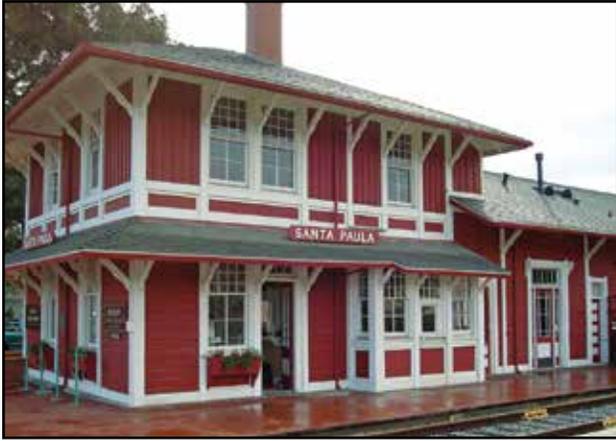
Possessing strong organizational development skills, the ideal candidate will effectively assess all operations, services and facilities managed by the department, insuring a structure that is the highly conducive to the effective and comprehensive provision of services. Being an exceedingly collaborative leader, she/he has a notable history of relationship and partnership building through meaningful engagement of the community, special interest groups, commissioners, and other key stakeholders. These skills will also result in the development of astute recommendations that align with the City Council's vision as it seeks to expand Santa Paula's sphere of influence and size.

Possessing a self-assured but very approachable demeanor with high emotional intelligence, the ideal candidate will be an excellent mentor to not only her/his direct reports but will also serve as a professional executive role model to the whole organization. Known for outstanding leadership skills, the ideal candidate will have a proven approach to the professional development of employees, coupled with an empathetic and open-minded style that engages and builds trust with subordinates. The new director will employ a thoughtful approach to leading organizational change, serving to inspire and motivate employees around new opportunities.

A skillful communicator, the ideal candidate will be proactive in communicating with the community, within the agency and with other strategic partners. Being an excellent speaker and writer, she/he will be highly sensitive to the needs of the organization and create regular opportunities for information and idea sharing. Further, the new director will have a history of interacting effectively with elected and appointed officials and key stakeholders, always employing a transparent, well-informed approach that instills confidence and credibility.

The ideal candidate is a visionary who sees all possibilities. She/he is current with industry trends and best practices





and offers a stellar record of fiscal stewardship that demonstrates the ability to proactively seek and follow through on funding opportunities that support the various long-term goals of the City. Given some of the exciting things on the horizon, familiarity with project design and construction management will also be considered favorably.

Minimum qualifications include a Bachelor's degree from an accredited college or university with major course work in recreation, human development, parks management, public administration, or a closely related field, coupled with five (5) years of increasing responsible experience in parks, recreation, community services or related field, which include at least three (3) years in a supervisory capacity. A Master's degree is desirable.

## COMPENSATION & BENEFITS

The salary range for the Director of Parks & Recreation is \$101,337 - \$123,224; salary will increase 9% effective 7/1/19. In addition to salary, Santa Paula offers an attractive benefits package that includes but is not limited to:

**Retirement:** 2% at 62 for new CalPERS members. 2% at 55 for existing "classic" CalPERS members with less than a six-month break in service from another CalPERS agency.

**Cafeteria Plan:** City contribution of \$978.11 a month towards a cafeteria plan, which can be used towards the premiums of health, dental and vision insurance.

**Flexible Spending Arrangements (FSA):** Medical and dependent care reimbursement account is available.

**Deferred Compensation Program:** A 457 plan is available.

**Long Term Disability Insurance:** Employer paid long term disability insurance.

**Annual Leave:** 96 hours of annual vacation leave for the first five years of employment; 80 hours of annual administrative leave; 96 hours of annual sick leave; 10 paid holidays and 2 floating holidays per year.

**Tuition Reimbursement:** Up to \$2500 per fiscal year for job related or professional development courses.

## APPLICATION & SELECTION PROCESS

The closing date for this recruitment is midnight, **Sunday, March 3, 2019**. To apply for this opportunity, upload cover letter, resume, and list of six professional references using the "Apply Now" feature at [www.tbcrecruiting.com](http://www.tbcrecruiting.com).



Bob McFall · 818.429.4699

Teri Black · 424.296.3111

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[www.tbcrecruiting.com](http://www.tbcrecruiting.com)



Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by the recruiters. A small group of candidates will be invited to participate in additional interviews in Santa Paula in early spring. A selection is anticipated shortly thereafter following completion of extensive background and reference checks. Please note that references will not be contacted until the end of the process and, at that time, will be done so in close coordination with the candidate impacted.

