



Town of
Apple Valley
Parks & Recreation Manager





THE TOWN OF APPLE VALLEY

Incorporated in 1988, the Town of Apple Valley, CA is located in the heart of the Victor Valley in the County of San Bernardino, at an elevation of 3,000 feet. Known as the "High Desert", Apple Valley is strategically located 95 miles northeast of the Los Angeles metropolitan area, 140 miles north of San Diego, and 185 miles south of Las Vegas. The Town has 78 square miles in its incorporated boundaries, and a sphere of influence encompassing 200 square miles.

Apple Valley experiences an average of 350 days of sunshine per year with winter temperatures dipping into the low 20s to high 70s, and summer temperatures ranging from the low 40s through 110 degrees Fahrenheit.

Currently, 73,077 (2017) residents make Apple Valley their home. Once a playground of movie stars, Apple Valley continues to provide a wide range of reasons for families to make Apple Valley their home.

TOWN GOVERNMENT

The Town operates with a five member Town Council, including the Mayor. Every even-numbered year an election is held for term-ending Council seats. Individuals are elected to serve four-year terms. All Council/Agency members serve the Town at-large. The Town Council has a reputation for community engagement and political stability. The Town Council appoints a Town Manager to be the executive lead of town government. Reporting directly to the Town Manager is the Assistant Town Manager, Director of Finance, Director of Animal Services, Director of Public Works, Director of Government Services/Town Clerk, Assistant Director of Economic Development, Public Information, Information Systems, Parks and Recreation Manager, Human Resources, and Town Clerk.

The Town is comprised of 15 departments providing comprehensive community services, as well as contracted services for Building & Safety, Engineering, Public Works Inspection and Police services. The Town has approximately 167 employees and a total Operating & Capital budget for FY 2018-19 of \$88.4 million.

MISSION AND VISION

Mission Statement: To provide a better way of life through local control of public safety, development, services and amenities; enhancing our residents' lives and providing for our community's future.

Vision Statement: A premier community, full of first-class amenities, events, and employment opportunities, Apple Valley will lead the High Desert in public safety and environmental stewardship defining "A Better Way of Life."

RECREATION DEPARTMENT

With a staff of 6 FT, 2 PT, and 40+ seasonal employees, the Town of Apple Valley's Recreation Department is responsible for the coordination and delivery of full-service leisure and recreation programs. Program areas include but are not limited to adult and youth sports, liaison to more than a half dozen parent-led sports organizations, a full line of contract classes for toddlers through seniors, operation of an after-school program at seven school campuses, Healthy Apple Valley program and management of a year-round Aquatic Center. The Recreation Department is also responsible for creating an in-house activity guide three times a year.

THE POSITION

The position of Parks & Recreation Manager is an appointed position by the Town Manager. The individual in this position receives all direction and supervision from the Town Manager. Receives general direction and manages Town recreation and facilities activities, including multiple comprehensive recreation programs, such as youth programs, aquatics, youth sports, adult sports, summer programs, arts and crafts, special interest classes, and special events. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. Has overall responsibility for all operations and functions of the Department and for developing, implementing, and interpreting public policy.





Typical duties of the position include:

- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the Parks & Recreation Department; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Plans, manages, and oversees the daily functions, operations, and activities of the Parks & Recreation Department, including multiple comprehensive recreation programs, such as youth programs, aquatics, youth sports, adult sports, summer programs, after-school programs, special interest classes, centralized registration for classes and events, and special events; oversees operations of recreation and sports facilities, including athletic fields, park lands, swimming pool, recreation centers, and community centers.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of recreation programs and facilities operations and maintenance; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Town Manager.
- Manages and coordinates the work plan for the assigned division; meets with staff to identify and resolve problems; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures.
- Participates in the selection, trains, motivates, and evaluates assigned personnel, including first aid and CPR policies, procedures, and methods; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Prioritizes and allocates available resources; reviews and evaluates service delivery, makes recommendations for improvement and ensures maximum effective service provision.
- Develops and reviews staff reports related to recreation and facilities maintenance activities and services; presents reports to the Town Council and other commissions, committees, and boards; performs a variety of public relations and outreach work related to recreation activities.

- Manages and participates in the development and administration of the Parks & Recreation Department budget; oversees the budget for the division.
- Provides highly complex staff assistance to the Town Manager; prepares and presents staff reports and other necessary correspondence.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to recreation and facilities operations and maintenance programs, policies, and procedures, as appropriate.
- Implements adopted division plans, policies, and standards.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of recreation; researches emerging products and enhancements and their applicability to Town needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other duties as assigned.

The ideal candidate should have the knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of budget administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable Federal, State, local laws, codes, and regulations related to the development, implementation, and administration of recreation programs, as well as facilities operations and maintenance.
- Principles and practices of contract administration and evaluation.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned division.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to the recreation and facilities operations and maintenance.
- Record keeping principles and procedures.
- Techniques for dealing effectively with the public, vendors, contractors, and Town staff, in person and over the telephone.
- Techniques for effectively representing the Town in contacts with governmental agencies, community groups, various business, professional, educational, regulatory, and legislative organizations.



EDUCATION AND EXPERIENCE

Education: Education or experience equivalent to the graduation from an accredited four-year college or university with major coursework in recreation, physical education, business or public administration, or a related field. Those currently working toward completion of degree must be completed by the end of initial probationary period (12 months).

Experience: Five (5) years' experience in community services and recreational programs, including a minimum of three (2) years supervisory experience. Previous experience in a municipal or county government is desirable.

Certificates:

- Valid California class C driver's license with satisfactory driving record.

COMPENSATION AND BENEFITS

As of January 1, 2019, the base salary is \$90,684 to \$128,136 annually.

In addition to the base salary, the Town offers:

- Cafeteria Plan up to the amount of \$1,100 per month towards the purchase of medical, dental, and vision coverage.

Additional Benefits:

- 56 hours of administrative leave per fiscal year
- 80 hours of accrued vacation during first year
- 12 paid holidays, plus 3 floating holidays
- 9/80 Work Schedule
- Town paid life insurance of \$50,000
- Optional life insurance up to \$300,000
- Public Employees' Retirement System (PERS) 2% @ 55 plan for qualified "classic" employees as defined by CalPERS - employee contribution (7%) with prior public service; new members to PERS participate in a formula of 2% @ 62 - employee contribution (6.25%).
- 125 Flex Benefits Plan
- Retiree Health Savings Plan

For additional information, please visit www.applevalley.org

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for this exceptional career opportunity, please submit your résumé, cover letter, and a list of four work-related references by **5:00p.m. on March 31, 2019**. Résumé should reflect years and months of employment, as well as size of staff and budgets you have managed.

Please submit all materials as one file to:

mnewbern@applevalley.org

Those individuals determined to be the most ideally suited for the opportunity will be invited to interview with the Town during the month of **April 2019**.

Appointment is expected in **May 2019**.



A Better Way of Life