



ASSISTANT DIRECTOR OF PARKS & RECREATION

City of **Palm Springs, California**

Recruitment Services Provided By



The Opportunity

Here is a unique leadership opportunity to be a part of a collaborative team supporting the community and planning parks, programs, and public places in stunning Palm Springs, California. Known worldwide for its spectacular leisure and recreation, the City of Palm Springs is seeking its next Assistant Director of Parks & Recreation to further the delivery of exemplary services for both residents who call the city home and year-round visitors who enjoy the extraordinary destination's world-class amenities.

PALM SPRINGS

About Palm Springs

Nestled at the base of the San Jacinto Mountains, the City of Palm Springs is known for its crystal-blue skies, year-round sunshine, stunning landscape, and starry nights. Palm Springs' rich history and gorgeous weather make it an ideal place to live and a preferred destination for travelers from all over the world. The City maintains the charm of a small town while offering the amenities of an urban center. Palm Springs lies on the western edge of the Coachella Valley approximately 107 miles east of Los Angeles. The City is within the ecological area known as the Colorado Desert and encompasses 96 square miles with well-established neighborhoods. The permanent population is approximately 50,000 and has as many as 2 million visitors annually. The City is known for valuing the diversity of its people and neighborhoods, celebrating a population that includes active senior citizens and LGBTQ+ communities. Residents of Palm Springs have access to shopping, galleries, restaurants, parks, recreational facilities, hiking trails, bike routes, and horseback riding as well as the scenic Palm Springs Aerial Tramway up Mt. San Jacinto. As the City enjoys 350 days of sunshine per year, Palm Springs' community has year-round enjoyment of the outdoors. Palm Springs is also host to many parades, festivals, and the famed Palm Springs International Film Festival and Modernism Week. Residents of Palm Springs find that the City is an ideal community to call home.





City Government

Incorporated in 1938, the City of Palm Springs is a full-service charter city that operates under the Council-Manager form of government. The political leadership of five Council Members elected to four-year overlapping terms is combined with the daily leadership of the City Manager. The City's FY 2024/2025 General Fund budget is \$162 million and all-funds budget is \$186.5 million. Palm Springs' services are provided through 620 dedicated employees who are proud to work for the community and take pride in providing exceptional customer service to residents and visitors alike.



The Parks & Recreation Department

The Parks & Recreation Department, led by a Director and one Assistant Director consists of 6 divisions: Administration, Aquatics, Special Events and Park Permitting, Youth Programs, and two Recreation Center Divisions (Demuth Park and Desert Highland Park). The department is responsible for a broad portfolio including 11 parks, 6 facilities, including a Skate Park and Swim Center, two Golf Courses, hiking trails, and supports year-round special events such as the weekly VillageFest street market, the annual Festival of Lights Parade and Veterans Day Parade. The department is poised to provide its services with a FY25 operating budget of \$15.9 million and 43 FTE employees, plus 30 seasonal employees. Park maintenance services are provided through the City's Public Works Department. Additional project funding is provided through the City's capital budget and Measure J funds for parks and facility projects as well as State and Federal grants. The Parks & Recreation department is currently engaged in conducting a comprehensive Parks & Recreation Master Planning process to envision the future of the City's recreational spaces to best serve the community.

The City Council has established an 11-member Parks & Recreation Commission which serves in an advisory capacity to the department and the City Council on matters relating to planning and monitoring of parks and recreational services and facilities, operations of the two municipal golf courses, special events, and leisure services programs and activities. The City Council has also established a 7-member VillageFest Board to review and approve vendors for its weekly Thursday-night market in downtown Palm Springs.

\$ 15.9M
Operating Budget

43 FTE
Employees



The Position

The Assistant Director of Parks & Recreation is an executive, at-will position that reports to the Director of Parks & Recreation. The Assistant Director will supervise staff and work closely and strategically with the Director supporting diverse public-facing projects and programs to advance the mission of the highly regarded Department of Parks & Recreation. The Assistant Director shall have the professional poise to act as the Director in their absence and exercise a high-level of political acumen. Key responsibilities include:

- Preparation of reports and presentations detailing public placemaking strategies and objectives to build strong communities through people, parks, and programs
- Comprehensive park and public space planning
- Community recreational programs
- Park permitting
- Special event sponsorships in support of the regional tourism or creative economy
- Project management for the incorporation of capital improvement projects in parks and recreational facilities
- Annual department budgeting and financial reporting
- Contract management and negotiation
- Management of government advisory boards, Commissions, and Ad-hoc committees
- Highly-specialized professional assistance to the Director in the development of short- and long-term strategic goals
- Analysis of return on involvement/investment for programs and initiatives





Ideal Candidate

The ideal candidate for the Assistant Director of Parks & Recreation in the City of Palm Springs will be a dynamic and creative service-oriented leader that possesses certain traits and experiences that will likely lead to success:

- High-level managerial or executive experience in the public sector
- Development and execution of strategic plans, activation plans, and master plans
- Placemaking initiatives and revenue share partnerships
- Community and stakeholder engagement
- Proven track record of successfully delivering projects in public spaces
- Skilled communicator, able to deliver polished written products and visual presentations
- Foundational understanding of municipal ordinances, codes, processes, and systems

Qualifications

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

Education: Bachelor's degree from an accredited college or university with major coursework in public administration, planning, land use, parks, or other related field. A Master's degree in a related field is preferred.

Experience: Five years of increasingly responsible experience in public administration, parks, recreation, public policy, urban planning, business, land use management, public art, or a closely related field, including two years of progressively responsible management-level experience is required; preferably with a public agency.





Salary & Benefits

The hiring range for the Assistant Director of Parks & Recreation is **up to \$151,116** dependent on qualifications. In addition, an excellent executive benefit package is outlined below. Key benefits include:

Retirement: Retirement is provided through CalPERS. Classic CalPERS members are eligible for the 2% @ 60 formula with an employee contribution of 7%, while PEPRAs are eligible for the 2% @ 62 formula with an employee contribution of 8.75%.

Work Schedule: Four 10-hour days, working Monday-Thursday; must be willing and able to work various hours that may include early mornings, evenings, Fridays, weekends, and holidays.

Medical, Dental and Vision Insurance: The City provides a flexible-benefit dollar amount to be used on plans and services that best fit the employee's needs. A range of healthcare options are available for medical, dental, and vision coverage. Current rates can be viewed [here](#).

Leave: The City provides paid leave at the following accrual rates -

- Annual Leave accrual begins at 16 hours per month and increases after five years of service.
- 13 observed holidays per calendar year.
- Executive Admin Leave is 40 hours per year.

Other Insurance: The City provides \$50,000 of term life insurance, as well as long-term disability insurance.

Application & Selection Process

Interested candidates must submit a cover letter and résumé online no later than **Monday, January 6, 2025**, at:

www.mosaicpublic.com/careers

CONFIDENTIAL INQUIRIES ARE WELCOMED TO:

Greg Nelson | greg@mosaicpublic.com | (916) 550-4100

Bryan Noblett | bryan@mosaicpublic.com | (916) 550-4100

The City of Palm Springs is an Equal Opportunity Employer.

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