



**DIRECTOR OF  
PARKS & RECREATION**  
City of Palm Springs, California

Recruitment Services Provided By





## The Opportunity

Known worldwide for its spectacular leisure and recreation, the fabulous City of Palm Springs is seeking its next Director of Parks & Recreation to further the delivery of exemplary services for both residents and visitors



## 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, a water park, 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. 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 Divisions (Demuth Park and Desert Highland Park). The department provides 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 funding is provided through the City's capital budget and Measure J funds for parks and facility projects.



The City Council has established an 11-member Parks & Recreation Commission which serves in an advisory capacity to the City Council on matters relating to planning and monitoring of parks and recreational services and facilities, operations of the municipal golf courses, special events, and leisure services programs and activities.



**\$ 15.9M** Operating Budget **43 FTE** Employees

# The Position

The Director of Parks & Recreation is an executive, at-will position that receives direction from the Assistant City Manager and the City Manager. The Director plans, directs and coordinates the services and activities of the department including parks and recreation, athletics and aquatics, youth services, facility rentals, contracts, classes and services, cultural programs, the golf course, parades and events, and assisting with park maintenance. Key responsibilities are to:

- Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.
- Coordinate and supervise long-range departmental planning activities.
- Direct the acquisition, planning, improvement, inspection and maintenance of all department facilities, and to administer multiple City contracts with outside agencies.
- Establish, within City policy, appropriate service and staffing levels.
- Plan, direct, and manage the department's work plan and staff. Assign projects and programmatic areas of responsibility, review and evaluate work methods and procedures.

- Oversee and participate in the development and administration of the department's annual budget. Participate in the forecast of funds needed for staffing, equipment, materials and supplies.
- Serve as the liaison with other departments and outside agencies and divisions, community groups and schools. Negotiate and resolve sensitive and controversial issues.
- Serve as staff on a variety of boards, commissions and committees. Prepare and present staff reports and other necessary correspondence.
- Conduct a variety of organizational and operational studies and investigations.
- Recommend modifications and introduce new and innovative services to recreation programs.





## Ideal Candidate

The ideal candidate for the Director of Parks & Recreation for the City of Palm Springs will possess certain traits and experiences that will likely lead to success:

- A genuine skill in communication with an ability to connect with people and groups from a wide variety of backgrounds.
- A level of political acumen and ability to gain buy-in is an important skill.
- The Director should be a proven leader, able to build and grow cohesive teams.
- The ability to work in a fast-paced environment with decisiveness and responsive communication, along with an approach that addresses issues promptly.
- A high level of visibility and engagement with peers, staff, and in the community.
- Experience in the development and execution of strategic and master plans
- Prior experience planning and overseeing large, complex, community, and special events

# 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 recreation, leisure services, public administration or a related field. A Master's degree in a related field is preferred.

**Experience:** Five years of increasing responsible parks, community services, and cultural programming experience. At least two years should include administrative, supervisory, management and professional staff responsibilities. Experience with a public agency is preferred.







## Salary & Benefits

The hiring range for the Director of Parks & Recreation is **up to \$201,264** 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 PEPR members 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, August 26, 2024**, at:

[www.mosaicpublic.com/careers](http://www.mosaicpublic.com/careers)

This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established.

## CONFIDENTIAL INQUIRIES ARE WELCOMED TO:

Greg Nelson | [greg@mosaicpublic.com](mailto:greg@mosaicpublic.com) | (916) 550-4100

Bryan Noblett | [bryan@mosaicpublic.com](mailto:bryan@mosaicpublic.com) | (916) 550-4100

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