



COMMUNITY SERVICES DIRECTOR
Desert Recreation District

Recruitment Services Provided By



The Opportunity

The Desert Recreation District (DRD) seeks a talented recreation leader to serve as the next Community Services Director in the largest recreation district in the State of California. DRD is committed to serving its many communities in an equitable fashion through delivery of high-quality recreational amenities and services.



The Desert Recreation District

The Desert Recreation District focuses on providing recreation throughout the Coachella Valley service area. The DRD was created in 1950 and is the largest recreation and park district in the state of California. Covering more than 1,800 square miles, DRD is responsible for over 43 recreational facilities throughout the Coachella Valley that include community and fitness centers, sports fields, swimming pools, a golf course and driving range, and various parks and open spaces.

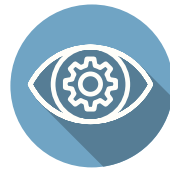
The DRD serves more than 380,000 residents in the incorporated communities of Palm Desert, La Quinta, Indio, Indian Wells, Rancho Mirage and Coachella, and the unincorporated communities of Thousand Palms, Bermuda Dunes, Indio Hills, Mecca, Thermal, Oasis, Vista Santa Rosa, 100 Palms, and North Shore.

The DRD is governed by a five-member elected Board of Directors that set policy and strategic direction. Board members are elected by residents and serve a term of four years. The DRD's General Manager reports to the Board of Directors and oversees the organization with a core mission of serving its residents by providing quality programs, services and facilities that promote an active, healthy lifestyle for all. The District provides its services with over 81 full-time, plus over 250 part-time positions, and its FY 2025 budget is \$37.6 million.



Mission:

To enrich the quality of life for Coachella Valley residents by acquiring, developing, operating, and maintaining a community focused parks and recreation system and preserving it for future generations.



Vision:

Through a community collaborative approach, DRD will be the regional provider of premier parks and recreation services in the Coachella Valley. Ensuring all residents have equitable and barrier-free opportunities that contribute to the overall wellness of its communities.



Values:

Desert Recreation District does parks and recreation R-I-T-E:

- **R**espect - Mutual understanding and equal consideration of others
- **I**ntegrity - Consistently doing the right thing
- **T**eamwork - Working together to achieve a common goal
- **E**xcellence - Continuously striving for perfection





The Coachella Valley

Located 120 miles east of Los Angeles, the Coachella Valley is situated in Riverside County in Southern California. Known as the Desert Oasis, the Coachella Valley is bounded on the West by the San Jacinto and Santa Rosa mountains and to the north by the Little San Bernardino Mountains, which includes the Chocolate Mountains, and is crossed by the San Andreas Fault.

Comprised of a collection of desert communities, the Coachella Valley offers an average of 360 days of sunshine, boasts 100+ golf courses - more golf courses per capita than anywhere else in the world - and has world-class dining and resorts. Known as a key destination and winter playground to vacationers and "snowbirds," the Coachella Valley provides residents and visitors with a wide range of recreational options that include outdoor activities and annual events that draw interest from around the world.

The Community Services Department

The Community Services Department is the backbone of the Desert Recreation District, providing direct services to the community including: all programs, services, and activities; the planning, development, and maintenance of Districtwide recreation and leisure programs, services and activities, parks, community engagement, facility operations and reservations, and contract services. As such, the majority of the organization's staff and operating budget are dedicated to this department.

The department is staffed with 44 full-time positions and 75 FTE part-time positions and has an annual budget of \$9.8 million. Directly reporting to the Community Services Director are three Community Services Supervisors and a Marketing Manager.

\$ 9.8M
Annual Budget

119 FTE
Employees





The Position

This is an at-will position, reporting to an Assistant General Manager. The Community Services Director has the responsibility to plan, direct, supervise and coordinate the activities of the Community Services Department. Key responsibilities of the Director include:

- Assuming full management responsibility for all Community Services Department programs, services, and activities, including the planning, development, and maintenance of Districtwide recreation and leisure programs, services and activities, parks, community engagement, facility operations and reservations, and contract services.
- Developing, directing, and coordinating the implementation of goals, objectives, policies, procedures, and work standards for the Community Services Department; establishing, within District policy, appropriate budget, service, and staffing levels.
- Selecting, training, motivating, and directing department personnel; evaluating and reviewing work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; working with employees to correct deficiencies; implementing discipline and termination procedures; responding to staff questions and concerns.
- Assuming responsibility for the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and District needs.
- Continuously monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; assessing and monitoring the distribution of work, support systems and internal reporting relationships; identifying opportunities for improvement; and directing the implementation of change.
- Overseeing the development of consultant requests for professional services proposals and the advertising and bid processes; evaluating proposals and recommending project award; coordinating with legal counsel to determine District needs and requirements for contractual services; negotiating contracts and agreements and administering the same after award.
- Overseeing and inspecting the work performed by consultants and contractors; ensuring that the work product is compliant with contract provisions, District rules and standards, and legal and regulatory requirements.
- Assisting in the design and development of new facilities, programs, and services, and improvements to existing facilities, programs and services; and partnering with other agencies and community and volunteer groups to maximize the effectiveness of departmental programs.
- Representing the department to other District departments, elected officials, and outside agencies; serving as the District's representative at meetings with community

The Position

groups, schools, neighborhood interest groups, and other interested stakeholders; responding to and resolving difficult and complex citizen service requests and departmental issues; and explaining and interpreting departmental programs, policies, and activities.

- Partnering and collaborating with the District's Fund Development Officer to develop and submit county, state, federal, and private grant applications.
- Monitoring legal, regulatory, technology and societal changes and court decisions that may affect the work of the department.
- Determining equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient and economical manner.
- Conducting a variety of departmental, organizational and operational studies and investigations; and recommending modifications to programs, policies, and procedures as appropriate.
- Participating in and making presentations to the Board of Directors and a wide variety of committees, boards, and commissions.
- Attending and participating in professional group meetings and staying abreast of new trends and innovations in the fields of recreation and leisure.
- Directing the maintenance of working and official departmental files.
- Preparing, reviewing, and presenting staff reports, various management and information updates, and reports on special projects as assigned by the Assistant General Manager or General Manager.
- Ensuring staff observe and comply with all District and mandated safety rules, regulations, and protocols.





Ideal Candidate

The Desert Recreation District seeks a candidate who will be a hands-on working leader with a commitment to timely execution, accountability, and transparency; is progressive, proactive and flexible; thrives in a position that requires great attention to detail; and has excellent organizational, communication and problem-solving skills. The following traits are desired:

- **Influential Leadership:** Effectively engaging others in undertaking and completing challenging projects, aligning activities and priorities with those of the District and creating a world-class Community Services Department.
- **Ethical Leadership:** Treating others fairly and with respect, applying best practices in the field of community services and maintaining District policies and practices.
- **Exceptional Customer Service:** Positive, engaging interactions and communication with clients and team members that fosters unity and the solution to challenges.
- **Interpersonal Leadership:** Applying a collaborative and consultative approach that builds rapport and supports the attainment of departmental goals.
- **Consistency and Resiliency:** Exercising appropriate flexibility and professionalism in responding to challenges that impact team member development and the attainment of business objectives.
- **Change Management:** Successfully creating and leading changes that enhance the Districtwide guest (customer) focused approach.
- **Craftsmanship:** Consistently demonstrating pride of ownership and producing excellent results.

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, business or public administration, or a related field.

Experience: Five years of increasingly responsible experience managing multiple recreation and community service programs and staff.





Salary & Benefits

The Desert Recreation District provides a competitive compensation and benefits package. The salary for this role is **up to \$158,398**, with specific placement within the range dependent on qualifications and experience. Key elements of the District's benefits program include:

Retirement: The District contributes 7.5% of salary toward a defined contribution retirement plan. In addition, employees may participate in deferred compensation with a matching contribution up to 2.5% of salary. Together, if an employee contributes 2.5% of salary, the District matches with a 10% contribution. **DRD does not participate in CalPERS.**

Insurance:

- **Medical, Dental, and Vision:** DRD contributes up to \$1,200 per month towards the medical, dental, and vision plans of full-time team members and their qualified dependents (choice of HMO, PPO, or EPO).
- **Long-Term Disability** - Replaces 60% of monthly income.
- **Accidental Death & Dismemberment** – Equal to an annual base salary.
- **Term Life** - District provided term life insurance equal to annual base salary, up to a maximum of \$100,000.

Leave:

- **Vacation** – Two to four weeks, based on length of service.
- **Holidays** - 12 days per year, plus 3 floating holidays.
- **Management Leave** - 80 hours per year.
- **Sick Leave** - 12 paid days per year.

Vehicle: A District vehicle is provided for official use.

Cell Phone/Technology: A District cell phone and technology equipment are provided.

Relocation Expenses: Subject to negotiation with the selected candidate.

Additional Benefits: Employee Assistance Program (EAP), Flexible Spending Account (FSA), use of District programs and facilities, and District paid professional development.

Application & Selection Process

To be considered for this position, interested candidates must submit a cover letter and résumé online. Candidates are encouraged to **apply immediately**, as this recruitment will close once a sufficiently strong pool of stellar candidates has been established. Apply at:

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 | (916) 550-4100.

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

The Desert Recreation District is an equal opportunity employer.

Recruitment Services Provided By



www.mosaicpublic.com

