



COMMUNITY SERVICES DIRECTOR

*City of Pinole,
California*



THE COMMUNITY

Pinole is a diverse community of approximately 20,000 residents situated in West Contra Costa County on the east side of San Francisco Bay. The City's vision is to be a safe, vibrant, and innovative community with small town charm and a high quality of life. Pinole holds a positive reputation among other communities.



THE ORGANIZATION

The City's mission is to be an efficient, ethical, and effective organization in delivering quality services with community involvement and fiscal stewardship. The City is implementing a reorganization that involves creating a new Community Services Department. As a result of the reorganization and the retirement of the Assistant City Manager, the City is seeking a new Community Services Director. The Community Services Department has divisions for child, youth, and senior recreational, enrichment, and social programs; park rules, planning, and management; Swim Center, tennis court, and Memorial Hall programs and management; Pinole Community Television (PCTV); special events; Library and Animal Services through the County; and community health.



THE IDEAL CANDIDATE

The Community Services Director reports directly to the City Manager and is a core member of the City's innovative and energetic management team. This is an excellent opportunity for someone who is ready to take the step to becoming the Community Services Director of a diverse, dynamic, full-service city.

The ideal candidate is creative with a focus on customer service, while also engaging in staff development within the Department. A friendly, collaborative, and approachable Director is sought. The new Director is a personable leader who enjoys working with the public, community, and stakeholders. Excellent communication skills, both orally and in writing, are essential. The ideal candidate has knowledge of current effective philosophies and methods of planning, developing, and directing recreational, social, and cultural programs. They will also have knowledge of grant development and administration, park development, and contract development and administration.

The successful candidate has the ability to effectively address people of various social, cultural, economic, and educational backgrounds, and will develop cooperative and effective relationships with private and public community organizations and agencies interested or involved in departmental programs. Organizational skills and an understanding of departmental and program budgets are essential. The new Director is ethical, acts with integrity and has the ability to perform their role effectively under fluctuating conditions.



QUALIFICATIONS

Qualified candidates have the equivalent to a bachelor's degree in Arts Administration, Fine Arts, Theater, Recreation or other related field and a minimum of ten years of extensive, progressively responsible experience in the development and administration of recreation programs and community services, including 5 years of experience in a supervisory or managerial capacity. A master's degree in a related field is highly desirable.



COMPENSATION & BENEFITS

SALARY RANGE: \$148,852 - \$180,930 ANNUALLY (*depending on qualifications*)

- **RETIREMENT BENEFITS:** The City participates in the California Public Employees' Retirement System (CalPERS). Classic Member 2.5% @ 55 formula; PEPR (New PERS members hired on or after January 1, 2013): 2% @ 62 formula. Employees may voluntarily participate in a Section 457 supplemental retirement plans (i.e., deferred compensation).
- **RETIREE MEDICAL:** City contributions toward retiree medical insurance are based on length of employment.
- **INSURANCE BENEFITS:** The City will contribute an amount equal to the Kaiser rate for the prior calendar year at each level of coverage. City-paid dental and vision for employee and dependents provided. Medical insurance is provided through CalPERS' health insurance program. City-paid Short-Term (STD) and Long-Term Disability (LTD) benefits are available; paid Employee Assistance Program (EAP) also provided.
 - **VACATION:** 96 hours of Administrative Leave annually plus 96 hours of vacation leave accrued during first year.
 - **HOLIDAYS:** Employees receive 11 paid holidays and an additional 12 hours of floating holiday time per fiscal year to be used at the employee's discretion.
 - **SICK LEAVE:** 96 hours of paid sick leave per year.
 - **WORK SCHEDULE:** Alternative work schedule available.
 - **CELL PHONE/DATA PLAN REIMBURSEMENT:** City issued cell phone or \$65 monthly stipend.



APPLICATION & SELECTION

APPLY IMMEDIATELY
OPPORTUNITY COULD CLOSE AT ANY TIME
FIRST REVIEW: MARCH 14, 2022

Applicants must submit a fully completed online application and attach a resume of two (2) pages in length or less in PDF format for consideration.

Access the online application at: www.governmentjobs.com/careers/pinole

Following a review of applications, candidates deemed most qualified will be invited to continue in the selection process.

Please contact Stacy Shell, Human Resources Director, at 510-741-3864 with questions regarding this recruitment.

The provisions of this announcement may be modified or revoked by the City of Pinole without notice.

www.ci.pinole.ca.us
An Equal Opportunity Employer