



Cordova Recreation & Park District Recreation Superintendent

SALARY	\$52.61 - \$67.14 Hourly \$4,208.41 - \$5,371.12 Biweekly \$9,118.23 - \$11,637.42 Monthly \$109,418.70 - \$139,649.08 Annually	LOCATION	11070 White Rock Road, Suite 130, Rancho Cordova, CA
JOB TYPE	Full-time	JOB NUMBER	2026-00000622
DEPARTMENT	Recreation	OPENING DATE	08/11/2026
CLOSING DATE	9/8/2026 11:59 PM Pacific		

Description

The Cordova Recreation & Park District (District) is seeking a Recreation Superintendent, a Division Head position with the responsibility for the management of a comprehensive public recreation program and golf course.

We are an award-winning agency that thrives on positive relationships and partnerships in our community.

Ideal Candidate

The ideal candidate must have knowledge of the philosophy, principals, and practices of public recreation and comprehensive recreation program development and golf course management. Substantial administration, budget, and business funding development experience is critical. The ability to foster relationships with key partners and stakeholders is essential. The Recreation Superintendent should be prepared to: manage and participate in the implementation of goals, objectives, policies, and priorities for assigned programs; prepare and present complex verbal and written reports to the Board of Directors, other agencies, and community groups; develop and administer the Department's annual budget by forecasting funds needed; staff liaison with the Cordova Recreation & Parks Foundation, a charitable foundation; establish and administer joint use agreements and affiliation agreements with other organizations such as school districts, local and state organizations; and analyze trends, demographics, and community conditions in the preparation of a variety of reports and memoranda on various parks and recreation related subjects.

This is a full-time onsite position with a comprehensive benefits package that includes fully paid (base plan) medical, dental, and vision for the employee and all eligible dependents. The District participates in the CalPERS Retirement System. Employees in this classification work a 9/8/80 schedule. (a two-workweek schedule of eight 9-hour days, one 8-hour day, and one day off).

Summary Description

Under general direction of the Parks & Recreation Director, directs, manages, supervises, and coordinates the activities and operations of the Recreation Division including overseeing the operation of community centers, a sports center, a senior center, aquatic facilities and a golf course; plans, promotes, and directs a wide range of recreation programs and services that foster human development, health and wellness, inclusivity, including day camps, classes, activities, aquatics, youth and adult sports, senior services, concessions, special events, and rental of facilities; oversees policy development and implementation, budget and program management; coordinates assigned activities with other

divisions, departments, and outside agencies; and provides highly complex administrative support to the Parks & Recreation Director and assists in planning and executing the District's mission and objectives.

Who We Are

Established in 1958, Cordova Recreation & Park District is an independent special district governed by an elected Board of Directors. In California, special districts are local government agencies established to deliver specific services to designated communities. Their primary funding comes from property taxes, special assessments, and program fees, with minimal reliance on federal funding.

We provide quality recreational programs, parks and services for our diverse and growing region. We currently operate over 50 parks and facilities across more than 600 acres of urban and open space. We also operate Cordova Golf Course which is a full-service 18-Hole course with a lighted driving range, pro-shop and lessons from PGA professionals. We host dozens of events throughout the year and provide athletic, educational and creative outlets for children and adults of all ages.

Who We Serve

We proudly serve communities within Sacramento County including the City of Rancho Cordova and the communities of Gold River, Larchmont, Mather, Riviera East, Rosemont and additional unincorporated portions of Sacramento County.

Essential Functions

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assume administrative and management responsibility for the delivery of a comprehensive recreation program including overseeing the operation of community centers, a sports center, a senior center, a golf course, and aquatic facilities.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.
- Provide administrative support to the Parks & Recreation Director in planning and executing the District's missions and objectives; conduct a variety of organizational studies, investigations, and operational studies; prepare and present complex verbal and/or written reports to the Board of Directors, other agencies, and community groups.
- Develop, oversee, and administer the Division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments; allocate resources to accomplish program goals and service levels.
- Gather and interpret statistical and fiscal data, conduct research, and analyzes trends, demographics, and community conditions in the preparation of a variety of reports and memoranda on various parks, golf course and recreation related subjects.
- Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of recreation and facility operations; incorporate new developments as appropriate.
- Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; motivate staff and recognize and reward exceptional performance; serve as mentor to staff to help promote their professional development; assign and delegate work in order to meet performance objectives and provide guidance to assist staff performance; ensure effective staff/management relations and maintain a good working relationship with the District workforce.
- Work closely with Community Relations to develop the marketing of recreation and golf programs, events, and activities; participate in the design, preparation, and distribution of recreation publicity including recreation guides, District website, press releases, brochures, pamphlets, flyers, and printed schedules; represent the District to the news media as directed.
- Establish and administer joint use agreements with school districts; establish affiliation agreements with other organizations and collaborate with local and state organizations; may be assigned to support initiatives and activities the Cordova Recreation & Parks Foundation.

- Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
- Manage the Scholarship Program including fundraising and documentation.
- Oversee Special Use Permit Applications and agreements, picnic and pavilion reservations, sports field rentals and other facility rentals.
- Evaluate the online registration systems, requiring coordination with software vendors.
- Prepare contracts and Requests for Qualification/Proposals/Bids; administer and oversee concessionaire and other contracts; actively seek and apply for grants, sponsorships, gifts, and donations.
- Serves as the liaison with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.
- Attend and participate in organizational and community meetings as necessary.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints in a timely manner; respond to inquiries or requests for service from interested community groups and citizens; interpret District policy for community groups, commissions, advisory boards, and citizens; establish positive working relationships with representatives of community organizations, state/local agencies, City/County management and staff, and the public.
- Provide recommendations and participate in the planning and coordination of facility development and renovation; manage/assist with capital improvement projects.
- Perform other duties as required.

Minimum Qualifications

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services, and activities of a recreation program and facility operations program.
- The philosophy, principles, and practices of public recreation.
- Golf course management.
- Management and supervisory principles and practices.
- Comprehensive recreation program development, promotion and management.
- Project management methods and risk management programs.
- Athletic events including tournaments and leagues for a variety of sports.
- Special event planning.
- Program marketing and brochure/activity guide development.
- Public relations, marketing and customer service techniques.
- Park and facility development and renovation schedules.
- Principles and practices of budget preparation and administration.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Oversee and manage a comprehensive, inclusive recreation program including inclusive youth sports, adult sports, golf, aquatics, special events, teen programs, camps, special interest classes, facility operations and other programs.
- Develop and deliver comprehensive year-round, high-quality recreational programs and golf course operations.
- Oversee, direct, and coordinate the work of subordinate staff.
- Select, supervise, train, and evaluate supervisory staff.
- Participate in the development of department goals, objectives, and procedures.
- Assist in the development of effective marketing strategies.
- Plan, manage, and schedule recreational programs that meet the needs of the community.
- Elicit community and organizational support for programs.
- Develop accurate budgets of program revenues and expenditures.
- Prepare clear and concise administrative and financial reports.

- Identify, apply for, and administer grants.
- Oversee computerized registration systems.
- Work with boards, commissions and public groups.
- Safely perform the essential functions of the job in accordance with all applicable federal, state, and local laws, codes, and regulations.
- Maintain accurate records and prepare clear and concise administrative and financial reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.
- Drive a vehicle to conduct District Business.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

A Bachelor's degree from an accredited college or university with public/business administration, recreation or another closely related field, and four` years of full-time increasingly responsible recreation leadership, including four years of administrative and supervisory responsibility. Knowledge and experience in leading people to achieve business goals and District initiatives.

License or Certificate:

Possession of an appropriate, valid driver's license.

Additional Requirements:

Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background checks.

Required to take and pass a drug screening.

Supplemental Information

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Work is performed primarily in a standard office environment with some accomplished in an outdoor setting; frequent public and/or coworker contact; exposure to all types of weather and temperature conditions; work at various locations throughout the District; may be required to work days, night, weekends and holidays.

Physical: Sufficient physical ability and mobility to work in an office and outdoor setting; to work outdoors in all types of weather and be able to withstand frequent exposure to hot, wet, and/or humid conditions; to sit or stand for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; use of standard office equipment; to push, pull, lift, and/or carry objects up to 20 pounds; to make frequent decisions and maintain concentration with distractions and remain calm in emergency situations; frequent public and coworker contact; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.

Pre-Hire Requirements:

Before an employee is hired, they must successfully complete pre-employment requirements including, but not limited

to: fingerprinting and background checks, reference checks, DMV check, licensure/certification check and proof of eligibility to work in the United States in accordance with Immigration and Reform Control Act of 1986. All job offers are contingent upon the successful completion of a pre-employment drug screen through The District's designated physician.

How to Apply for this Position:

An applicant must submit, during the application filing period, an online application and attach any supplemental information as required in the job announcement which may include submitting responses to a supplemental questionnaire. Online resumes and other unsolicited materials may be attached, but will not be considered in lieu of the required online application, unless otherwise specified in the job announcement. The District reserves the right to limit the number of online applications when necessary. Applicants are responsible for maintaining/updating their contact information through the online application system.

SELECTION PROCEDURES**Initial Selection Review:**

The Cordova Recreation & Park District reviews all initial application materials to identify qualified applicants. Applications will be screened against the criteria outlined in this job posting, the minimum qualifications, responses to the supplemental questions, and other needs of the position. The best qualified candidates will be invited to a series of panel interviews at a date that is to be determined.

Testing:

Testing for this position or any other position may include, but is not limited to the following: written exam, practical exam, panel interview, oral presentation, project assignment, etc. If a revision is made to a testing component during a recruitment process, the assigned recruiter will notify by email all affected applicants.

Americans with Disabilities Act (ADA) Accommodation:

In accordance with the Americans with Disabilities Act, anyone who needs reasonable accommodation to complete a job application, pre-employment testing, or a job interview, please contact the assigned recruiter. Cordova Recreation & Park District is committed to the full inclusion of all qualified individuals and will ensure that people with disabilities are provided reasonable accommodations for the hiring process.

Withdrawing from Recruitment Process:

Whenever an applicant chooses to withdraw from a recruitment process, they are required to submit an email notification to the assigned recruiter requesting a withdrawal from the process. The email to the recruiter must include the applicant's current phone number.

Questions:

All questions regarding this position should be directed to the assigned recruiter.

NOTE: The provisions of this publication do not constitute an express or implied contract. Any provision in this publication may be modified or revoked without notice.

Equal Opportunity Employer:

The Cordova Recreation & Park District is an Equal Employment Opportunity Employer.

Benefits

EMPLOYMENT CLASSIFICATION: Regular Full-Time, Exempt

SALARY: Employees are eligible for merit increases from 1 to 5 salary steps after the first year of employment, and thereafter annually based on their work performance and until they reach the top of their step salary range.

SOCIAL SECURITY: Authority employees are covered by Social Security; therefore, they are required to contribute (6.2%)

MEDICARE: Employees hired after March 31, 1986, contribute 1.45% to Medicare.

RETIREMENT: Employees are enrolled in a defined benefit retirement program under the CalPERS Retirement System as follows:

*If hired prior to December 31, 2012, 2% at age 55 retirement formula, employee contributions 7% of compensation earnable.

*If hired after December 31, 2012, without reciprocity, 2% at age 62 retirement formula, employee contributions 8% of compensation earnable.

DEFERRED COMPENSATION: Employees in regular or limited-term positions may at their choice participate in the District's CalPERS 457 deferred compensation plan.

MEDICAL BENEFIT: Employees have a choice of Sutter, Western Health Advantage or Kaiser medical plans. The District contributes 100% toward employee and dependent medical premiums for a High Deductible Plan with a generous employer contribution toward a Health Savings Account (HSA) or a low Co-pay Plan with either carrier. Employees have the option to pay extra to enroll in a premium Co-Pay HMO plan or opt out and be paid 50% of the premium as taxable wages if already insured.

DENTAL/VISION CARE: The District contributes 100% toward employee and dependent dental and vision premiums provided by Mutual of Omaha.

LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE: The District provides Term Life and AD&D equivalent to one year gross salary.

LONG TERM DISABILITY: The District contributes 100% toward employee long term disability plan provided by Mutual of Omaha.

VACATION: Full-time eligible employees begin to earn paid vacation time according to the schedules set forth below. Vacation time begins to accrue beginning with the employee's first day of employment. However, employees will not be entitled to take paid vacation time until after six (6) months of employment with the District unless approved by the General Manager.

Years of Employment	Hours Per Month	Hours Bi-Weekly	Max Accrual of Hours
1 - 5 Years	8.0	3.69	192
6 - 10 Years	10.0	4.62	240
11 Years	10.7	4.92	256
12 Years	11.3	5.23	272
13 Years	12.0	5.54	288
14 Years	12.7	5.85	304
15 Years	13.3	6.15	320
After 15 Years	14.0	6.46	336

HOLIDAYS: All Regular Full Time employees of the District shall be entitled to the following eleven (11) fixed holidays with pay:

- New Year's Day, January 1st
- Martin Luther King Day, Third Monday in January
- President's Day, Third Monday in February
- Memorial Day, Last Monday in May
- Independence Day, July 4th
- Labor Day, First Monday in September
- Veteran's Day, November 11th
- Thanksgiving Day, Fourth Thursday in November
- The Friday following Thanksgiving Day, Fourth Friday in November

- Half day or four (4) hours on Christmas Eve, December 24th
- Christmas Day, December 25th
- Half day or four (4) hours on New Year's Eve, December 31st

In addition, all regular full-time employees shall be issued two (2) floating holidays per calendar year starting January 1st.

SICK LEAVE: Sick leave is earned at the rate of 3.69 hours per pay period (equivalent to eight hours per month), beginning with the first month of employment. All unused sick leave may be carried forward into ensuing years and become part of the current allowance. There is no limit to the amount of sick leave that can be accumulated. Sick leave cannot be used until earned.

ADMINISTRATIVE LEAVE: Regular full-time exempt employees are granted eighty (80) hours of Administrative Leave each calendar year. Administrative leave hours may be carried over from one fiscal year to the next, up to the 80.00 hour ceiling. New employees or employees becoming eligible due to a promotion receive Administrative Leave on a prorated basis, with six point six seven (6.67) hours granted for each full calendar month remaining in the calendar year with a maximum of 80 hours.

UNIFORMS: Uniforms are provided to employees in designated positions.

Employer

Cordova Recreation & Park District

Address

11070 White Rock Road
Suite 130
Rancho Cordova, California, 95670

Phone

(916) 842-3300

Website

cordovarpd.gov

Recreation Superintendent Supplemental Questionnaire

*QUESTION 1

Applicants are asked to complete this supplemental questionnaire as part of the screening and selection process. The information you provide will be reviewed to help determine your eligibility to move forward. To ensure a fair process, please provide complete and accurate responses. Incomplete answers, omissions, false statements, or referring to your resume instead of responding may affect your eligibility. While we recognize the widespread use of Artificial Intelligence (AI), we value originality in this highly competitive recruitment. Therefore, we would like to hear your authentic responses. Do you agree to answer each supplemental question honestly and understand that your responses may be verified against the information in your application?

☐ Yes

☐ No

*QUESTION 2

Please describe the leadership environment you strive to create. How do you establish trust, encourage open communication, and hold people accountable while maintaining a positive organizational culture?

*QUESTION 3

Describe your approach to building and maintaining positive relationships with community members, partner agencies, user groups, and other stakeholders. How do you establish trust, particularly when opinions differ?

***QUESTION 4**

This position requires the ability to drive a personal vehicle to conduct District business. Do you currently possess a valid Class C (basic, noncommercial vehicle) California Driver's License or have the ability to obtain one within six (6) months of employment?

- ☐ Yes
- ☐ No

***QUESTION 5**

After reviewing the job description, are you able to perform all of the essential functions of the job with or without accommodation?

- ☐ Yes
- ☐ No

*** Required Question**