



Cordova Recreation & Park District Parks & Recreation Director

SALARY	\$6,111.04 - \$7,799.41 Biweekly \$13,240.59 - \$16,898.72 Monthly \$158,887.05 - \$202,784.61 Annually	LOCATION	11070 White Rock Road, Suite 130, Rancho Cordova, CA
JOB TYPE	Full-time	JOB NUMBER	2026-00000614
DEPARTMENT	Recreation	OPENING DATE	06/03/2026
CLOSING DATE	7/5/2026 11:59 PM Pacific		

Description

The Cordova Recreation & Park District (District) is seeking a Parks & Recreation Director to join our dynamic management team!

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

View the Recruitment Brochure at: <https://bit.ly/4vtWakV>

Ideal Candidate

The ideal candidate is an experienced, collaborative, and people-focused public sector leader with a strong background in parks and recreation administration, operational management, personnel leadership, and community engagement. The successful candidate will demonstrate a leadership style that values relationship-building, employee engagement, mentorship, transparency, and teamwork while fostering a positive and inclusive workplace culture. This individual will possess strong organizational and communication skills, sound judgment, political acumen, emotional intelligence, and the ability to effectively lead and support diverse teams in a dynamic environment.

The ideal candidate will also possess:

- Strong knowledge of parks and recreation operations, facility management, maintenance practices, recreation programming, and capital project administration.
- Experience in public sector budgeting, strategic planning, and organizational leadership.
- A strong understanding of public sector human resources practices, employee performance management, and workplace investigations.
- Knowledge of applicable federal, state, and local laws, regulations, and risk management practices affecting parks and recreation operations.
- Exceptional interpersonal, leadership, and customer service skills.
- The ability to build strong professional relationships with staff, community members, contractors, consultants, and public agencies.
- Experience preparing and presenting reports, recommendations, and presentations to executive leadership and governing boards.
- The ability to effectively manage sensitive and complex situations with professionalism and discretion.

Summary Description

Under the direction of the General Manager, assists in the overall leadership, management, and administration of District operations; plans, directs, manages, and oversees the programs, services, operations, and activities of the Parks & Recreation Divisions, including recreation and golf program administration, park and facility operations, capital improvement projects, landscape and open space maintenance, and the maintenance and oversight of parks, recreation areas, golf course facilities, and related buildings and infrastructure. Oversees departmental planning, budgeting, personnel management, operational effectiveness, and strategic initiatives; coordinates assigned activities with other departments, governmental agencies, contractors, consultants, and community organizations; collaborates on public outreach and community engagement efforts; and provides highly responsible, complex, and confidential administrative support and policy recommendations to the General Manager.

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 full responsibility for all Parks & Recreation Department services, operations, programs, and activities, including recreation and golf program administration, capital improvement projects, maintenance and operations of parks and open space areas, golf course operations, landscape maintenance, recreation facilities, and related buildings and infrastructure.
- Provide strategic leadership and direction for the Parks & Recreation Department by developing, implementing, and monitoring departmental goals, objectives, priorities, and performance measures aligned with District strategic initiatives and community needs.
- Develop, recommend, and administer policies, administrative procedures, operational standards, and best practices applicable to parks, recreation, golf, facilities, and public sector administration.
- Monitor and evaluate the efficiency, effectiveness, and responsiveness of service delivery methods, operational procedures, staffing structures, and customer service standards; identify opportunities for continuous improvement and organizational effectiveness.
- Assess departmental workload, operational systems, internal controls, reporting relationships, and administrative processes; implement improvements to enhance efficiency, accountability, communication, and service delivery.
- Plan, direct, coordinate, and evaluate the work of management, supervisory, professional, technical, maintenance, recreation and support staff; assign projects and programmatic responsibilities; establish performance expectations and monitor outcomes.
- Select, supervise, train, mentor, motivate, coach and evaluate assigned personnel; provide leadership development opportunities and coordinate employee training programs to support organizational effectiveness and succession planning.
- Administer personnel management functions in accordance with public sector human resources best practices, applicable labor laws, District policies, and risk management principles, including recruitment, classification,

compensation, performance management, corrective action, discipline, workplace investigations, and employee relations.

- Foster a positive, inclusive, respectful, and collaborative workplace culture that emphasizes employee engagement, accountability, communication, safety, professional development, and high-quality public service.
- Collaborate with Human Resources staff and legal counsel on personnel matters, workplace accommodations, leave administration, policy interpretation, employee performance concerns, and compliance with federal and state employment regulations.
- Ensure departmental compliance with applicable federal, state, and local laws, regulations, and standards related to parks and recreation operations, workplace safety, public contracting, risk management, and public agency governance.
- Oversee and participate in the development and administration of the departmental operating and capital improvement budgets; approve forecasts for staffing, equipment, materials, contracted services, and supplies; monitor expenditures and implement budget adjustments as necessary.
- Evaluate current and future community needs for parks, recreation programs, facilities, open space, amenities, and services; develop long-range planning strategies and operational recommendations to support District growth and sustainability.
- Assist with the acquisition, planning, design, development, construction, renovation, maintenance, and operation of parks, recreational facilities, landscapes, trails, and related public infrastructure within the District.
- Prepare, oversee, and administer the Parks & Recreation Department's operating and capital budgets; direct budget development activities, monitor revenues and expenditures, evaluate financial performance, and ensure responsible fiscal management in alignment with District goals and priorities.
- Participate in the planning, negotiation, coordination, and implementation of Capital Improvement Projects, including consultant oversight, project scheduling, budget management, grant administration, and interagency coordination.
- Oversee consultant and contractor services related to grant writing, park development, recreation programming, assessment district administration, community facilities, professional studies, and specialized operational services.
- Collaborate with communications staff and leadership to support public outreach, marketing, community engagement, and informational efforts related to District programs, facilities, services, events, and initiatives.
- Provide staff support and strategic recommendations to the General Manager and Board of Directors; prepare and present staff reports, presentations, agenda materials, correspondence, and policy recommendations.
- Represent the Department and District in meetings with governmental agencies, community organizations, professional associations, regulatory agencies, contractors, consultants, and the public; coordinate activities with internal departments and external partners.
- Explain, justify, and defend departmental programs, policies, projects, priorities, and activities to the public, Board of Directors, community stakeholders, and regulatory agencies; negotiate and resolve sensitive, complex, and controversial issues.
- Respond to and resolve difficult, sensitive, and complex citizen concerns, complaints, and service issues in a professional, timely, and solution-oriented manner.
- Participate in professional organizations, boards, committees, and regional partnerships related to parks, recreation, public administration, human resources, and municipal operations; maintain awareness of emerging trends, technologies, and industry best practices.
- May serve in the capacity of the General Manager in their absence as assigned.
- Perform related duties and responsibilities 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:

- Operations, services, and activities of a comprehensive Parks & Recreation program.
- Advanced principles and practices of program development and administration.
- Principles and practices of strategic leadership in public administration related to the mission and purpose of the public recreation and parks industry.

- Theories, principles, procedures, standards, practices, information sources, and trends in the field of recreation and leisure activity programs.
- Methods, terminology, principles, techniques, and materials used in the construction, maintenance and repair of parks, landscaping, and associated facilities, including environmental and sustainability practices.
- Public recreation facility management operations and techniques.
- Principles and practices of grant administration, compliance, and application.
- Methods, techniques, principles, and procedures used in good internal and external customer service
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Manage and direct a comprehensive Parks & Recreation program.
- Develop and administer departmental goals, objectives, and procedures.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs in a timely manner.
- Plan, organize, direct, and coordinate the work of lower-level staff.
- Delegate authority and responsibility.
- Select, supervise, train, and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Manage a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to District services.
- Interpret and apply applicable federal, state, and local policies, laws, and regulations.
- Balance the business needs of multiple customers and fulfillment of those needs with consideration of broader organizational, business, legal and community issues and requirements.
- Comprehend and prepare reports and forms such as accident and incident reports, inventory lists, budget documents, correspondence, attendance records, news releases, e-mail, policy manuals, timesheets, procedure manuals, and calendars.
- Identify and determine the nature of potential safety hazards and correct or institute corrective courses of action.
- Apply administrative and technical knowledge to assure compliance with contracts; follow proper inspection techniques to examine workmanship and materials; detect deviations from plans, regulations, and standard construction practices.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Drive a vehicle throughout the District to perform work at various locations.

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:*

Equivalent to a bachelor's degree from an accredited college or university with major course work in business or public administration, recreation or leisure services, or closely related field, and five (5) years of broad and extensive public agency experience in recreation, leisure, and/or parks development and maintenance activities including three years of management and administrative responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

Certified Park and Recreation Professional (CPRP) or Certified Park and Recreation Executive (CPRE) certification is desirable.

Additional Requirements:

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

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

Website

Parks & Recreation Director 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

Describe your leadership style with staff and the public, including the strengths and drawbacks of your approach.

*QUESTION 3

Describe your engagement with community organizations, professional boards, or volunteer initiatives. How has this experience shaped your professional perspective?

*QUESTION 4

This position requires the ability to drive a vehicle throughout the course of work. Do you currently possess a valid Class C (basic, noncommercial vehicle) California Driver's License?

- 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