

# MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

## PARKS & RECREATION DIRECTOR

### THE OPPORTUNITY

The McKinleyville Community Services District, a customer focused organization dedicated to providing the highest quality of service to the community, is searching for an experienced and energetic professional to serve as the next Parks & Recreation Director. The ideal candidate will have a thorough understanding of local government procedures and high-level understanding of the principals and operational practices related to parks and facility management as well as recreational program development and implementation. Proactive leadership, communication, exceptional interpersonal, and problem-solving skills are essential for this role. Being a part of the McKinleyville team, both the organization and the community, is a rare and exciting opportunity.

### WELCOME TO MCKINLEYVILLE

Located on a bluff overlooking the Pacific Ocean with a backdrop of tree covered mountains, McKinleyville is the fastest growing unincorporated community in Northern California's Humboldt County with a population of approximately 17,000. With a growing number of retail, professional services, community services and conveniences, the town is large enough to offer the amenities of a small urban area while maintaining a small town charm and friendliness.

The community offers a variety of activities, parks, trails, community projects, philanthropic organizations, an active senior center, recreation programs for pre-k through adults, and established school systems, including Cal Poly Humboldt and College of the Redwoods only a few minutes away. Characterized by mild, rainy winters and cool, dry summers, with an average temperature of 55 degrees, McKinleyville includes several watershed areas, including the north bank of the Mad River, Mill Creek and Little River, to name a few. McKinleyville is known as a recreation paradise offering activities such as surfing, hunting, fishing, hiking, biking, kayaking and much more.

### ORGANIZATIONAL OVERVIEW

The McKinleyville Community Services District is an independent special district established in 1970. The District provides water, wastewater, parks and recreation, library, streetlights, and open space maintenance services to residents and businesses within the unincorporated area of McKinleyville.

The District employs 26 full time employees throughout three departments. The Park & Recreation Department currently employs 7 full time and 40 part time employees who are responsible for the operation and maintenance of over 160 acres of open space, 3 parks, a 19 acre sports field complex, 599 acres of community forest and a wide variety of recreation programs. The Department's operating budget for fiscal year 23-24 is approximately \$2.5 million which includes a park development grant for the construction of a new BMX Track and Park within the 2024 calendar year.

The District is guided by a 10 year Capital Improvement Plan, 20 year Wastewater Facility Plan, Water and Wastewater Mainline Replacement and Rehabilitation Plan, Parks & Recreation Master Plan and 5 Year Strategic Plan.

The District is governed by an elected five-member Board of Directors who each serve a four-year term.

### THE POSITION

The Parks & Recreation Director is responsible for planning, organizing, and overseeing all Parks & Recreation Department policies, procedures and standards for successful service delivery, including creation and implementation of marketing plans, evaluation of recreation programs; development and oversight of department budget and plans including goals and objectives; approves expenditures and monitors revenues and expenditures; recruits, trains, supervises and evaluates subordinate staff; fosters cooperative working relationships with other

departments, outside agencies and the public served. This is a management position reporting directly to the General Manager.

## THE IDEAL CANDIDATE

The ideal candidate for the Parks & Recreation Director of the McKinleyville Community Services District will join a professionally committed informal working atmosphere and will possess many of the following personal and professional attributes:

- Engaging leadership that will inspire, motivate, and empower staff to achieve District goals.
- Strong and effective communication skills, both oral and written, with the ability to present technical information with ease.
- Attention to detail, organized and risk averse.
- Strategic thinker and innovative with a long-term vision.
- People oriented, enthusiastic and passionate about working with a team.

In summary, the ideal candidate will be highly qualified, experienced, and motivated to connect with the community, staff, and the Board and who will oversee the Parks & Recreation services of the District with an effective and engaging style.

## EDUCATION & EXPERIENCE

A combination of education and experience that would provide the necessary knowledge and skills may include the following:

Experience: Minimum five (5) years of full-time supervisory or administrative experience in the field of parks & recreation.

Education: Equivalent to graduation from a 4-year college or university with a degree in recreation administration, public administration or related field

Special Skill Requirements: The position requires servant leadership, excellent verbal and written communication skills; customer service skills; and

proficiency with computer networks and software applications including Microsoft Office Suite (Excel, Word, PowerPoint, and Access).

## COMPENSATION

The successful candidate will receive a highly competitive compensation package that considers the candidate's qualifications and track record of career success. The existing monthly salary schedule for this position is \$5,754-\$7,344 and includes a generous benefit package (including Health & Dental Insurance, PERS and Deferred Compensation).

## APPLICATION & SELECTION PROCESS

The filing deadline is Friday, May 31, 2024. Please submit a resume, letter of interest, five work-related references and current salary to:

Joseph Blaine, Board Secretary  
Parks & Recreation Director Search  
McKinleyville Community Services District  
PO Box 2037  
McKinleyville, CA 95519  
Phone: 707.839.3251  
Fax: 707.839.8456  
Email: [jblaine@mckinleyvillecsd.com](mailto:jblaine@mckinleyvillecsd.com)  
Website: [mckinleyvillecsd.com](http://mckinleyvillecsd.com)

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the District upon receipt of resume. The District will conduct interviews with the most qualified candidates in June. An offer of appointment is expected following comprehensive reference, background and credit checks.

