

Peckham & McKenney
"All about fit"



Community and Recreation Services Director

CITY OF UNION CITY, CALIFORNIA

THE CITY

Union City, California, is more than just a city—it's a community that thrives on diversity, compassion, and opportunity. With small-town charm, stunning open spaces, and easy access to the best of the Bay Area, Union City is a place where professionals can make a lasting impact in one of California's most vibrant and inclusive cities. Situated approximately 19 miles south of Oakland, 30 miles from San Francisco, and 20 miles north of San Jose, Union City spans 19.3 miles, encompassing 7,150 acres of open space and 33 parks.

Union City is distinguished by its unwavering commitment to safety, tolerance, and caring. In May 2017, the City Council unanimously voted to declare Union City a Compassionate City, a testament to its dedication to a prejudice-free and discrimination-free environment. The city's population of 65,414 residents (2023) has a median age of 43.9, with 47.3% being foreign-born residents.

Union City offers a diverse range of housing options, from affordable to upscale homes, in charming neighborhoods across the city. The median household income is \$138,031, with 45 percent of residents holding a college degree. The transit-oriented Station



District, located around the Union City BART station, provides housing and business development opportunities with easy, convenient access to major public transit throughout the Bay Area. The highly regarded New Haven Unified School District serves about 13,000 K-12 students, making Union City an ideal place to raise a family.

Union City's vibrant economy is bolstered by major employers in multiple economic sectors, including food production, biotechnology, manufacturing, shipping, and healthcare. The city is anchored by a 100-acre shopping center that provides several dining and retail options, and its central location provides convenient access to Silicon Valley and San Francisco, making it an attractive place to live, work, and conduct business.

THE ORGANIZATION

Union City operates under a council-manager form of government, recently transitioning to district-based elections. Five representatives serve on the Council;

the mayor is elected at large. All serve a four-year term with a three-term limit. The city's \$89 million total budget and approximately 315 FTEs within eight departments (City Manager's Office, Finance, Police, Economic and Community Development, Public Works, Community and Recreation Services, Human Resources, and Information Technology Services) reflect its commitment to delivering a diverse array of high-quality services. Fire services are contracted through Alameda County Fire Department.

The Five-Year Strategic Plan displays a forward-thinking approach that encourages creative problem-solving and cross-departmental collaboration to ensure sustainability, safety, and economic vitality. It prioritizes Financial Stability, Organizational Effectiveness, Public Safety, Economic Development, and Environmental Sustainability. To learn more about the strategic plan, visit www.unioncity.org/404/City-Council-Strategic-Plan.

THE DEPARTMENT

The Community and Recreation Services Department is the heartbeat of Union City's commitment to community wellness, engagement, and social resilience. Award-winning programs that support community recreation, park and facility use, arts, culture and events, youth and families, and people experiencing homelessness embody the spirit of Union City: compassionate, inclusive, and innovative. The staff operates several vital facilities, including the Holly Community Center, Kennedy Youth Center, Ruggieri Senior Center, Mark Green Sports Center, Teen Center, Larry Orozco Teen Workshop, the Decoto Resource Center (youth and family services), Studio 11 (arts center), 10th Street Brickhouse Boxing Program, and the Dan Oden Swim Complex (open during summer). The department has weathered the pandemic and can now start growing and developing new programs and services. A quarterly activity guide captures the department's



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diverse offerings and makes resources accessible to the public. There are approximately 85 FTEs in two divisions within the department, backed by an annual budget of \$9.3 million. For more information, visit www.unioncity.org/192/Community-Recreation-Services.



THE POSITION

The Community and Recreation Services Director is vital to Union City's efforts to improve lives, foster community engagement, and create safe spaces where residents of all ages can thrive. This role offers a unique opportunity to make a difference by overseeing diverse programs, including recreation, youth violence prevention, mental health counseling, homelessness services, arts, culture, and events, collaborating closely with Union City's dynamic executive team, and working directly with the City Manager. The Director is looked to for their expertise, vision, and recommendations, as well as their leadership and management of the department. They work closely with other City departments in a cohesive, decisive, and proactive manner, supporting Union City's goals and objectives. A master planning process for parks and recreation will be a key initiative for the new director. Additionally, supporting the department's significant social services component, including working with the unhoused population, implementing best practices, and being creative in finding ways to fund initiatives and maintain services, is essential. The Director is

expected to develop strong relationships with staff, the public, and appointed and elected officials and be visible at weekend community events and evening City meetings.

THE IDEAL CANDIDATE

The ideal candidate is a passionate, relatable, motivated, and people-oriented leader energized by the opportunity to build strong connections, bring fresh ideas, and foster positive change that enhances people's quality of life. They use their unique blend of emotional intelligence, visionary leadership, and a hands-on approach to empower the team, engage with the diverse community, and advance the department's mission. This individual can make decisive choices, provide clear direction, and create accountability while fostering a collaborative and inclusive workplace culture.

A standout candidate has a solutions-oriented mindset, is highly organized and able to manage their time, is comfortable handling diverse responsibilities and adapting to change, makes sound and positive recommendations, communicates effectively, and actively engages in the department's day-to-day operations. They also possess a talent for building rapport, fostering engagement and support among diverse stakeholders, uniting existing staff with new leadership, and championing staff development.

Moreover, they should have experience in emergency services preparation and familiarity with incident command systems (ICS), as the Director plays a crucial role in Union City's emergency operations. An in-depth understanding of recreation, recreational facility management, social services, policy development, budget management,

grant writing, contract management, and community engagement is foundational to success.

EXPERIENCE/ EDUCATION REQUIREMENTS

A typical way to demonstrate the knowledge, skills, and abilities required for the position would be to possess a Bachelor's degree in Public Administration, Social Work, Recreation Management, or a related field and a minimum of five years of progressively responsible experience in community-oriented recreation management and/or social services, including experience with violence prevention, mental health, and homelessness programs. At least two years must include supervision of professional staff. Grant writing and fund management experience are highly desirable, as is a Master's degree. Possession of a California Driver's license and a satisfactory driving record is required.

COMPENSATION & BENEFITS

The annual salary range for this position is \$203,388 to \$243,840, which is negotiable based on the selected candidate's experience and qualifications. Union City offers a comprehensive benefits package, including:

HOLIDAYS: 12 holidays per year and 24 hours of floating holidays.

LEAVE:

- **Vacation:** 80 hours in years 0-3, 120 hours in years 4-8, 140 hours in years 9-12, 160 hours in years 13-15, and 200 hours in years 16 and beyond, with a maximum accrual of 560 hours.



Employees may sell back vacation hours to the City up to their annual accrual and at their base rate.

- **Administrative Leave:** 150 hours of administrative leave annually every fiscal year with potential eligibility for an additional 10 hours.
- **Sick Leave:** Accrued at 3.69 hours per pay period, with no cap on accumulation.
- **Personal Leave:** Up to 20 hours of sick leave can be used for personal leave, with additional hours available based on the sick leave balance.
- **Bereavement Leave:** Up to five days for immediate family.
- **Annual Closure:** The City is closed between Christmas and New Year's Day.

HEALTH & WELFARE: Up to \$2,000 monthly contribution towards medical, dental, and vision premiums. Employees with other insurance can receive \$300 per month by providing proof of coverage. Employees who retire from the City will receive the minimum Employer Contribution amount as prescribed by Government Code section 22892 of the Public Employees' Medical and Hospital Care Act (PEMHCA) for retiree health insurance premiums.



SEARCH SCHEDULE

- Filing Deadline:.....December 6, 2024
- Preliminary Interviews:..... Ongoing
- Recommendation of Candidates:.....January 9, 2025
- Panel Interviews, in-person:January 28, 2025
- Finalist Interview, in-person:January 29, 2025

Applications will be accepted for a limited time. These dates have been confirmed, and it is recommended that you mark your calendar accordingly.

CALPERS RETIREMENT PLAN:

- **Classic Members:** 2% at 60 with 10% cost sharing; the city covers the full employee contribution (EPMC).
- **PEPRA Members:** (Employees entering the CalPERS system after 1/1/2013): 2% at 62, with a 8.75% employee contribution and an additional 3% cost sharing.
- The City does not participate in Social Security therefore there are no Social Security tax deductions (except 1.45% Medicare).

DEFERRED COMPENSATION:

- **401(a) Plan:** \$100/month employer contribution.
- **457b Deferred Comp Plan** available on a voluntary basis.
- **ROTH IRA** available on a voluntary basis.

OTHER BENEFITS:

- **Life Insurance:** \$100,000 coverage for life and accidental death, with supplemental options available.
- **Disability Insurance:** Short- and long-term disability insurance.
- **CALGOVEBA Contribution:** \$200/month to the CALGOVEBA 501(c)9 Trust.
- **Educational Reimbursement:** Up to \$3,000 per course, with an annual cap of \$9,000.

WORK SCHEDULE: The City has a hybrid remote work policy in place that could be arranged for up to two days per week.



THE RECRUITMENT PROCESS

To apply for this exciting and special career opportunity, please visit our website:

Peckham & McKenney
www.peckhamandmckenney.com

Please do not hesitate to contact Danielle Noble at (866) 912-1919, by cell at (805) 836 -0036, or by email at danielle@peckhamandmckenney.com if you have any questions regarding this position or the recruitment process.



www.peckhamandmckenney.com