



County of Santa Clara
Director of Parks and Recreation

SALARY	\$8,364.83 - \$10,733.91 Biweekly \$217,485.56 - \$279,081.72 Annually	LOCATION	Throughout the County of Santa Clara, CA
JOB TYPE	Executive Management	JOB NUMBER	24-A56-A
DEPARTMENT	Parks & Recreation	OPENING DATE	12/18/2024
CLOSING DATE	Continuous	BARGAINING UNIT	91

Description

Under general direction, provides leadership and strategic oversight for the implementation of park programs, operations, planning, development, and maintenance within an expanding regional parks system. Oversees fiscal management and ensures the preservation and enhancement of parks, facilities, and natural, cultural, and historic resources.

Filing Period and Application Procedure

Final Filing Date: Continuous until filled. The recruitment may be extended or closed as early as 10 days after issue date. You are encouraged to apply as soon as possible and to monitor this site for updated closing information.

For the brochure, [click here!](#)

This recruitment requires the submission of an online application. No paper applications will be accepted. Applicants must apply online at www.sccjobs.org.

It is important that the following information be included in your application packet as it will be evaluated during the competitive review process:

1. Résumé;
2. References contact information (minimum of 3);
3. Cover letter explaining why you are the ideal candidate including specific examples from your experience (maximum of 3 pages);
4. Complete responses to the supplemental questions.

Questions regarding this executive recruitment may be directed to **Kendra Conrad, Executive Services at (408) 299.6874** or kendra.conrad@esa.sccgov.org.

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Typical Tasks

Typical Management Responsibilities

- Oversees, plans, organizes, directs, manages, and evaluates the programs, staff, and functions of the Department of Parks and Recreation;
- Establishes departmental goals, objectives, and long-term strategies aligned with County policy and community needs;
- Evaluates the needs of culturally and linguistically diverse communities in relation to regional, urban, and rural parks, utilizing research methods and community feedback to ensure park services are inclusive and aligned with the needs of all user groups;
- Directs the provision of services, ensuring the Department's ability to meet the financial responsibilities for expanding and operating the existing regional parks system;
- Collaborates with legislative bodies, government agencies, County agencies/departments, community organizations, special interest groups, and nonprofits to advance the Department's mission;

- Directs the development, preparation, and implementation of the departmental budget, including the review and analysis of division and capital budgets, the development of justification for budget proposals, and the management of expenditures and revenues;
- Ensures the delivery of quality, customer-focused services with a commitment to continuous work improvement and exemplary public service in a just and equitable manner;
- Directs the provision of services to ensure natural, cultural, and historic resource protection and stewardship, regulation compliance, management planning, inventory and monitoring, and compatibility with public use and resource protection;
- Represents the Department in high-level interactions with the Parks and Recreation Commission, Board of Supervisors, and other interested parties;
- Partners with other agencies and community groups to maximize the effectiveness of departmental programs;
- Supervises staff, including hiring, training, performance evaluation, and professional development;
- Ensures compliance with federal, state, and local regulations related to environmental protection, accessibility, and public safety in parks and recreation facilities;
- Analyzes challenges, identifies solutions, and implements processes and procedures in support of departmental goals;
- May be assigned as a Disaster Service Worker (DWS), as required;
- Performs other related duties, as required.

Employment Standards

Considerable education, training, and experience which would demonstrate the ability to perform the above tasks and possession of the following knowledge and abilities.

Training and Experience Note: The required knowledge and abilities would typically be acquired through education and experience equivalent to a Bachelor's degree in Planning, Economics, Public or Business Administration or a related field, and a minimum of three (3) years of recent experience, including responsibility for the development, management, and operation of parks and recreation facilities and programs.

Special Requirements

- Ability to travel to alternate locations in the course of work. If driving, possession of a valid California driver's license prior to appointment and the ability to qualify for and maintain a County driver authorization.

Knowledge of:

- Principles and practices related to parks and recreation management;
- Principles and practices of property acquisition, development, management, and disposal;
- Contract negotiation and budget administration;
- Wildlife and fisheries management;
- Habitat protection and restoration;
- Cultural competence and techniques used to assess community needs;
- Federal, state, and local ordinances and codes applicable to parks and recreation;
- Practices and techniques of budget preparation, monitoring, and control;
- Principles and practices of organization, administration, personnel management, employee relations, supervision, training, and organizational development.

Ability to:

- Manage a comprehensive parks system;
- Effectively organize, coordinate, direct, and evaluate the staff and functions of a governmental parks and recreation department;
- Develop and monitor a departmental budget, including identifying budgetary challenges and devising procedural changes to resolve issues;
- Interpret, apply, and enforce applicable federal, state, and local ordinances and codes;
- Train, organize, supervise, and motivate departmental staff;
- Prepare clear and comprehensive correspondence and reports;
- Effectively represent the Department before the Board of Supervisors, County Executive, the public, and other organizations;
- Develop and maintain effective working relationships with those contacted in the course of work;
- Exercise good judgment in making timely and informed decisions;
- Communicate effectively, both orally and in writing, with people of diverse cultures and backgrounds;
- Inspire trust from a diverse and passionate staff, volunteers, and community members;
- Lead with innovation and critical thinking skills;
- Address the needs of a culturally diverse and expanding population within a regional park setting.

Agency

County of Santa Clara

Address

70 W. Hedding Street
8th Floor, East Wing
San Jose, California, 95110

Phone

(408) 299-6816

Website

<http://www.sccjobs.org/>

Director of Parks and Recreation Supplemental Questionnaire

*QUESTION 1

Please answer the following questions and submit your responses with a completed application and resume. This information is **REQUIRED**, as it will be used to initially determine minimum qualifications. For those applicants meeting the employment standards, this information will be critical in the subsequent competitive assessment to identify those candidates to be invited to the oral examination. Resumes will not be accepted in lieu of required supplemental responses. You may attach a separate sheet and type "see attached" in the required field for each question. If you are attaching a separate document to answer the supplemental questionnaire, the responses should be limited to 2-3 pages.

Do you understand this requirement?

- Yes
- No

QUESTION 2

Please describe your experience in developing, managing, and operating programs and facilities within parks and recreation agencies, or in a similar field. In your response, include the following: a) Your functional area(s) of responsibility; b) The size and type of each organization; c) Your position and the position you reported to; d) The number and level of staff managed.

QUESTION 3

Please provide any other relevant information that would demonstrate your qualifications for this position.

* Required Question