

RECREATION SERVICES MANAGER





THE COMMUNITY

A city where kindness matters.

The City of San Leandro is one of the most diverse cities in the nation, located in the heart of the San Francisco Bay Area. A well-established community in Alameda County of approximately 90,000 residents, San Leandro is proud of its distinct neighborhoods, twenty-three parks, three excellent public libraries, quality local schools, and a wide range of shopping, dining, recreational, and entertainment options.

The City blends big city thinking, ingenuity, and innovation with positive small town feelings where kindness matters. San Leandro boasts a high-quality, gigabit-speed fiber optic network that serves manufacturers, tech entrepreneurs, and other employers in a traditionally diversified solid local economy that serves as a prime location for companies such as the Ghirardelli Chocolate Company, Torani Syrups, Costco, and Kaiser Permanente.

San Leandro businesses enjoy multiple advantages including proximity to the Oakland International Airport and Port of Oakland, two major freeways, two BART stations, and access to a large and well-educated workforce. The City also encompasses a large industrial area that is home to a thriving advanced manufacturing industry.

As part of the increasingly popular East Bay, San Leandro is also known for its well-defined neighborhoods full of charming and unique older houses on tree-lined streets where residents are the foundation of a strong and sustainable community. The City celebrates its diversity and welcomes robust levels of engagement on various issues.

For more information regarding the City of San Leandro visit: www.sanleandro.org

CITY GOVERNMENT

Incorporated in 1872, the City of San Leandro, a Charter City, operates under a Mayor/Council-Manager form of government. The City Council is made up of members nominated from each of the six districts and elected at large. The Mayor is also nominated and elected at large. The Mayor and Council Members may serve for two consecutive four-year terms. The Mayor and City Council appoint members of the community to sit on the City's various advisory Boards and Commissions, ensuring that a wide cross-section of the community is represented in City government.

The City Council appoints the City Manager and City Attorney. In addition, the Mayor and City Council Members serve on a variety of intergovernmental committees and commissions.

The City maintains a biennial budget and the total adopted budget for FY 2024-25 is \$228 million (General Fund \$149.9 million). City services are delivered by a workforce of 478 budgeted full-time equivalent employees. San Leandro provides the full range of municipal services and is organized across ten departments: City Manager, Community Development, Finance, Human Resources, Human Services, Information Technology, Library, Police, Recreation and Parks, and Public Works. Fire protection services are provided contractually by the Alameda County Fire Department.

The San Leandro City Council values include:

- Healthy community members
- Abundant recreational opportunities, parks, community services, and facilities
- Partnerships, compassion, communication, and fairness

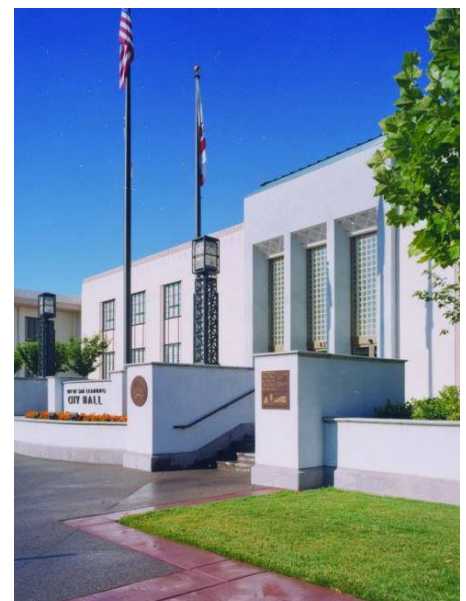
RECREATION AND

PARKS DEPARTMENT

The Recreation and Parks Department shares a vision of promoting community and enhancing the quality of life for all San Leandro citizens through its programs, services, and events delivered in welcoming public spaces.

San Leandro is proud of its extensive park system which includes 23 parks and recreation facilities, including community and neighborhood parks, swimming pools, and sports fields. These spaces and facilities welcome and invite the community to gather, play, and connect.

The Recreation & Parks Department Budget for the 2024-2025 Fiscal Year totals \$18.2 million and is supported by 25 full-time staff members and additional part-time and seasonal staff. The Department is structured into two divisions - Recreation and Parks - each led by a Manager who reports directly to the Recreation and Parks Director. The Recreation Services Manager supervises a team of four full-time Recreation Supervisors, supported by approximately 28 full-time equivalent (FTE) part-time staff.





THE IDEAL CANDIDATE

The City of San Leandro is seeking a community-focused recreation professional who brings a business mindset, strong leadership skills, and a passion for creating inclusive, high-quality recreational experiences as its next Recreation Services Manager.

Key responsibilities of the position include:

- Oversee dynamic recreation programs, including youth initiatives, aquatics, parks, community engagement, and special events
- Develop and implement creative marketing strategies to showcase the City's recreational services and community events
- Help shape the future of recreation by setting goals, policies, and priorities that enhance the community's quality of life
- Guide budgets, resources, and strategic planning to ensure top-notch facilities and programs
- Play a key role in designing and improving parks, facilities, and services that serve residents of all ages
- Collaborate with partner agencies, volunteer groups, and local organizations to expand and enrich the city's offerings
- Serve as a vital connection between the community and commissions, committees, and advisory boards

The Recreation Services Manager will be a strategic leader with strong operational and fiscal acumen, ensuring that programs are both impactful and financially sustainable. They will have an understanding of key performance

indicators (KPIs) and cost recovery models, using data-driven insights to optimize services and maximize community benefits. With a keen eye for program evaluation and improvement, they will help guide the Recreation Division in making informed decisions that boost efficiency, grow community engagement, and support the long-term sustainability of programs. Marketing expertise is a plus, as the candidate selected will play a critical role in promoting the City's recreational offerings and engaging a broader audience.

As the department implements its new strategic plan, the Recreation Services Manager will work closely with the Parks and Recreation Director to provide leadership in aligning operations, programs, and partnerships with the department's long-term goals. They will identify opportunities for innovation and growth, ensuring that the City's recreational services continue to evolve to meet community needs. Their ability to secure and manage grants will be instrumental in expanding programs and enhancing services while maintaining fiscal responsibility.

This role requires a people-first leader who values staff development and fosters a culture of coaching, mentorship, and collaboration. The candidate selected will equip employees with the necessary tools and training for success while also promoting a positive and supportive work environment. With strong conflict resolution skills and emotional intelligence, they will effectively navigate challenges, ensuring that both staff and community needs are met through thoughtful leadership.

The ideal candidate will be an effective communicator, comfortable with many different audiences. They will be a skilled

relationship builder who works cross-functionally with City departments, other public agencies, and community organizations. Whether coordinating with Public Works on facility enhancements, partnering with schools on youth programs, or supporting library events, they will bring a team-oriented approach to problem-solving and service delivery.

The ideal candidate will be a champion for community engagement and inclusivity, ensuring that programs reflect the diverse needs of residents. By actively listening to the community, seeking input from stakeholders, and building strong public trust, they will help shape a vibrant and accessible recreation experience that enhances the quality of life for all.

The successful candidate will possess any combination of experience and education that provides the knowledge and abilities necessary to be successful in the position with ideal candidates offering four years of increasingly responsible experience coordinating comprehensive recreation, leisure, community service, and/or cultural arts programs, including two years in a management or supervisory capacity, and a Bachelor's degree.



COMPENSATION & BENEFITS

The City of San Leandro offers a competitive salary and benefits. The salary range for this position is \$141,300 - \$171,744, plus a 3.5% COLA effective July 1, 2025. Placement within the range is DOQE. The City's benefits program includes but is not limited to:

Retirement: 2% @ 55 for Classic employees; 2% @ 62 for new members (PEPRA employees).

Social Security: City participates in Social Security with a 6.2% contribution from the employee and employer.

Medical Plan: Choice of health insurance plans with monthly City contribution up to \$2,624.90. Generous in-lieu payment to employees who show proof of health insurance coverage.

Dental Plan: Up to \$147.38 monthly City contribution.

Paid Leave and Holidays: Vacation Leave accrues up to 25 days per year commensurate with years of experience. Sick Leave accrues 12 days per year with accrual cap of 2,400 hours (300 days). There are 14 paid holidays per year, plus one floating holiday (8 hours).

Administrative Leave: 80 hours per year.

Deferred Compensation: City will match employee contribution up to 2% of base salary.

Development Program: \$1,000/year reimbursement for technology, health and fitness, and job-related training expenses.

Life Insurance: \$50,000 City-paid policy with option to purchase additional coverage.

Long-term Disability: 66.67% of monthly base earnings up to \$6,000/mo.

Retiree Medical & Dental: Available after vesting period.

Optional Benefits: Dependent Care and Medical Spending Accounts, vision care, short-term disability insurance and others. Employee Assistance Program available.

Flexible Schedule & Telework Option: Allows 9/80 work schedule and work from home for up to 2 days per week.

Application & Selection Process

The closing date for this recruitment is midnight, **Monday, May 26, 2025**. To be considered for this opportunity, upload a compelling cover letter, resume and list of six professional references using the "Apply Now" feature at www.tbcrecruiting.com. This is a confidential process and will be handled accordingly throughout the various stages of the recruitment.

TB & CO.

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TERI BLACK & COMPANY, LLC

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Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by one of the recruiters. Candidates deemed to be the most highly qualified will be invited to interview with San Leandro. Selection is anticipated shortly thereafter following the completion of extensive background and reference checks on the top candidate. Please note that references will not be contacted until the end of the process and, at that time, will be done in close coordination with the candidate impacted.

