



COMPENSATION AND THE SELECTION PROCESS

ABILITIES AND KNOWLEDGE

The selected candidate should have the ability to:

- Provide leadership and direction in the identification, development and implementation of the City's goals, strategies, programs and policies related to Community Services operations;
- Direct all activities related to Community Services operations including staff oversight;
- Develop and monitor long and short range operational plans and oversee the preparation of complex Community Services operational reports and presentations;
- Ensure data related to Community Services operations is accurate, timely and meaningful;
- Manage complex programs and projects involving cross-functional teams requiring coordination and collaboration with internal and external stakeholders;
- Grasp "big-picture" concepts while retaining focus on critical program/project details;
- Introduce innovative and sound strategies related to operational and organizational change;
- Understand and effectively execute organizational and management practices as applied to evaluation of Community Services programs, policies and functional needs;
- Be an effective leader, including mentoring and coaching of staff;
- Effectively manage the department budget and demonstrate prudent fiscal management practices;
- Communicate effectively through verbal presentations, written reports and discussions with staff and outside organizations, including, boards, commissions, council and other government agencies.

COMPENSATION

The annual salary for this position is within an established range of **\$143,832 to \$178,152** and will be dependent upon the qualifications and experience of the selected candidate. In addition, benefits are provided which include:

Retirement

Classic Members: California PERS: 2.5% at 55 Miscellaneous benefit formula. Employees contribute 6.75% of the employee share.

New Members: California PERS: 2% at 62 Miscellaneous benefit formula. Employees contribute 6.25% of the employee share. The City does not pay into Social Security, however all employees pay 1.45% towards Medicare.

Insurance—Health, life and disability insurance provided by City.

Employees contribute a portion towards health insurance. IRS Section 125 medical and dependent care reimbursement plan (FSA) are available.

Leave—General leave—176 hours per year for the first five years of service—in lieu of sick/vacation leave; 80 hours of executive leave per calendar year. Ten (10) paid holidays annually.

Auto Allowance—\$500 per month.

Deferred Compensation Plans—457 and 401 (a) plans are available.

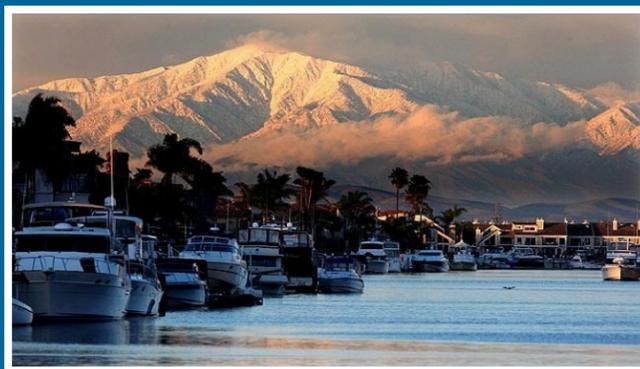
THE SELECTION PROCESS

Interested candidates should apply online at:

www.governmentjobs.com. Filing deadline is **08/09/13**.

All candidates will be evaluated and only those qualified applicants determined to be most qualified will move forward in the selection process. The City Manager will make the final selection.

A thorough investigation of professional and personal history and background will be performed prior to appointment. This review includes, but is not limited to; work, education, military, internal/external investigations, criminal, civil, and financial information. Prior to appointment, selected candidate must successfully complete a required comprehensive medical evaluation, which may include drug screening. If you have any questions, please direct them to: **Michele Warren, Director of Human Resources, City of Huntington Beach. E-mail: michele.warren@surfcity-hb.org or 714.536.5586.**



CITY OF HUNTINGTON BEACH

DIRECTOR OF COMMUNITY SERVICES



INVITES YOUR INTEREST IN THE POSITION OF

Director of Community Services



**FILING DEADLINE:
AUGUST 9, 2013**

WWW.GOVERNMENTJOBS.COM



DIRECTOR OF COMMUNITY SERVICES

THE COMMUNITY

The City of Huntington Beach is located on the shore of the Pacific Ocean in northwestern Orange County, 40 miles south of Los Angeles and 90 miles north of San Diego. As the fourth largest city in Orange County, with a population exceeding 200,000 residents, Huntington Beach is known as "Surf City" due to its abundance of beaches, sunny, warm Mediterranean climate and casual lifestyle. Huntington Beach covers 28 square miles of land, 26 square miles of water, and is the 16th largest city in California. With 8.5 miles of uninterrupted beach along the Pacific Ocean, the City also plays host to an annual visitor population of over 11 million people, especially during the summer, special events and weekends. Huntington Beach has often been ranked among the Top Ten Safest Cities by "City Crime Rankings." Huntington Beach has also been named the "Best City to Live In" in Orange County by the readers of the *Orange County Register*.

The crown jewel of the recreational system is the nearly nine miles of spacious sandy beach. The City's park system includes 58 public parks (with a dog park), riding stables and the largest city-owned and operated regional park in Orange County – Huntington Central Park. Also within the City's boundaries are five recreation centers (including a senior center), three miles of equestrian trails, two golf courses, 72 tennis courts, a marina and a protected wildlife preserve. Running parallel to Pacific Coast Highway and just steps from the ocean is an eight-mile strand perfect for biking, inline skating, jogging or a leisurely stroll.

The City is home to the International Surfing Museum, the Surfing Walk of Fame, Bolsa Chica Ecological Reserve, Huntington Harbour and the Huntington Beach Art Center. Huntington Beach draws some of the largest crowds in the world to such professional sporting events as the U.S. Open of Surfing, Van's World Championship of Skateboarding and AVP Pro Beach Volleyball.

There are 35 elementary schools, five public high schools and one community college (Golden West College) located within Huntington Beach. The City has a world-class library as well as four additional branch libraries. The University of California, Irvine; and California State Universities at Long Beach and Fullerton are located in close proximity.

There are over 75,000 households within a five-mile radius of the Huntington Beach Civic Center. The average family household income is \$99,098, ranking one of the highest in the nation based on the top 100 largest cities in the country. The 2012 Median Home Value was \$485,482.

THE CITY GOVERNMENT

Founded in the late 1880s, Huntington Beach was incorporated as a Charter City in 1909. Huntington Beach has a City Council/City Manager form of government. The City Council has seven members who are elected at large, on a non-partisan basis, to four-year overlapping terms. City Council members are limited to two consecutive 4-year terms. There are three elected department heads - the City Attorney, City Clerk and City Treasurer. The position of Mayor is filled on a rotating basis.

The City of Huntington Beach is organized into 13 major departments including Police, Fire, City Manager, Planning and Building, Library Services, City Treasurer, City Clerk, City Attorney, Public Works, Finance, Community Services, Human Resources and Information Services.

The City has approximately 1,400 full and part-time employees and a total budget of approximately \$295 Million



DIRECTOR OF COMMUNITY SERVICES

THE DEPARTMENT

The Community Services Department oversees four divisions: Administration, Facilities Development & Concessions, Beach Operations, and Recreation, Human & Cultural Services. Administration oversees the creation and development of public/private partnerships and serves as the liaison between boards, commissions, task forces, committees, foundations and other citizen groups.

Facilities Development & Concessions manages major events and city facilities rentals and contracted concession leases at the beach, pier, Central Park, Meadowlark Golf Course and the Equestrian Center. Also oversees the development of park capital improvement projects, including rehabilitation and new construction.

Beach Operations has responsibility for various beach operations and maintenance functions, including, parking lots, metered parking, camping facilities, pier, and beach facilities maintenance.

Recreation, Human & Cultural Services manages a wide-variety of year-round sports and recreational programs and oversees events at Murdy and Edison Community Centers, City Gym and Pool, Huntington Central Park Sports Complex, HB Art Center and the City's senior centers. This unit also manages the Project Self-Sufficiency program for low income single parents and the Seniors on the Go program through grants and donations.



THE POSITION

The Director of Community Services provides professional leadership in the management of the department and is responsible for planning, directing and organizing various community services programs. The Director of Community Services duties and responsibilities also include assisting the City Manager in administering Council policy and responding to City Council issues and concerns related to community services operations.

The Department has four operational divisions, with an operating budget of nearly \$10.3 million and approximately 235 full and part-time staff.



PRIORITIES AND CHALLENGES

The new director will be tasked with interesting and challenging opportunities, including, but not limited to:

- Coordinating with various City Departments and community partners the planning and development of a new 37,000 square foot Multi-Service Senior Center in Huntington Central Park.
- Engaging with the Community Services Commission, community stakeholders, and City staff to manage a wide variety of park development and capital improvement projects.
- Supporting and encouraging ongoing rapport with Elementary, High School and Community College Districts to strengthen community partnerships and facility use collaborations.
- Providing oversight and support to the Beach Operations Division responsible for maintaining the City's beaches and parking lots, municipal pier, parking meter and revenue collection and maintenance, the Main Promenade Parking Structure, Pier Plaza, as well as the Sunset Vista RV Campground.

THE IDEAL CANDIDATE

The City is seeking a Community Services Director who will be a visionary with strong collaborative leadership skills. A personable and professional manager with a willingness to proactively address issues. He or she will have a good sense of the needs of the department and will foster innovative ways to implement operational change.

The ideal candidate will be progressive and forward-thinking, creative and innovative, and able to build upon the current work environment. The incoming Director of Community Services must be an active change agent, willing to adapt and evolve to improve processes, methods and results. An individual who is willing to listen and accept input from staff, community members and other stakeholders is essential. The ideal candidate will have high energy, a vision for the future and will see challenges as opportunities. The selected candidate will respond to issues and concerns by recommending alternatives and potential solutions. A leader who can assist the City Manager in making prudent decisions and who accepts accountability will be an asset to the City. The model candidate will be a team builder with the ability to coach and mentor staff. An individual who has experience working effectively with elected officials, community stakeholders and staff using a collaborative style of management will excel in this position. The City would benefit from a director who is approachable with an open style of communication. Candidates should possess a well rounded background and thorough understanding of community services operations.

The ideal candidate will possess a Bachelors degree from an accredited college or university in Parks/Recreation Administration, Human Services, Public Administration, or similar field and have five (5) years of progressively responsible experience, including three (3) years of supervisory experience at the management level. Masters degree preferred.