



City of Fairfield

PARKS AND RECREATION SUPERINTENDENT



The City of Fairfield is a forward-looking organization with a long history of innovative practices. The City is seeking a mindful and creative leader who has a heart for public servanthood and looks to get out in the community. The successful Parks & Recreation Superintendent will be a collaborative, adaptable, and open-minded individual who learns quickly, leads by example, and desires to cultivate a strong culture within the department.

Submit your application, resume and cover letter
via the City's website by **October 28, 2022.**



About Fairfield

The City of Fairfield is a diverse and growing city located midway between San Francisco and Sacramento. Fairfield combines a prime commercial real estate location, room for growing businesses, and a large and talented workforce. Its central location, desirable water quality, extensive transportation networks, reasonably-priced properties, and proximity to Northern California's world-famous destinations make Fairfield a prime location for both residents and businesses.

A full range of housing options are available in Fairfield. The average cost of housing is 40% below the Bay Area average. Quality developer-built homes are available in the \$450,000 to \$1 million range, and custom-built homes are in the \$750,000 to over \$1 million range.



The Division

The core functions under the Programming Division include aquatics, youth and adult sports, youth services, senior services, and support of the Youth Commission. Programming and services are provided through the Adult Recreation Center, Community Center, two Neighborhood Centers, Aquatic and Sport Centers located at Allan Witt Park, various parks and open spaces, and on multiple school campuses.

Following the reduced programming in 2020 and 2021 due to COVID-19, one of the main challenges has been with recruiting and retaining staff members which are key to our success in providing these services. We strive to provide a work environment that will be conducive to personal and professional growth and development. We pledge to provide support and build positive working relationships to help our staff succeed in becoming productive, effective, and satisfied members of the Parks and Recreation team.

Another key challenge under the programming division is the newly adopted legislative initiative to provide extended learning opportunities through School Districts (ELOP). These efforts, while supported by the City, will impact our current fee-based after-school programs, as well as place limitations on operating space on school campuses where we offer our ASES-funded programming.

The incoming Superintendent will be an integral part of creating strategies to address these challenges. We remain excited and hopeful with efforts toward fully reinstating our core services, programs, and activities and as we move forward and introduce new and exciting opportunities to our community. One of the main goals of the department's five-year plan is program expansion. We have identified Therapeutic Recreation as a new core function within the Program Division. The incoming Superintendent will have the opportunity to develop this new area of service and hire a full-time TR Program Coordinator in 2023 to implement the plan.

About the Parks & Recreation Department

Our Vision

We make the City a community.

Our Mission

We engage the community in programs, facilities and services that foster active and healthy lifestyles, support positive social interaction and enhance our community's quality of life.

The Department

The Parks and Recreation Department provides a variety of comprehensive and diverse programs, activities, and services, which encompass youth through senior citizens. These are offered through contract service providers and 26 full-time and upward to 300 seasonal/part-time department staff members.

In 2021 the incoming Director restructured the department and management responsibilities among three core divisions – programming, operations, and administration. The team is comprised of individuals committed to positively impacting the Fairfield community through a dedication to service and the desire to make a difference in the lives of our residents - each bringing a personalized set of skills, talent, and enthusiasm that enhances and strengthens our team and our participants' experience!

About the Position:

PARKS AND RECREATION SUPERINTENDENT

The Role

The Parks & Recreation Superintendent will plan, develop, organize, and direct the operations of the recreational programs, services and facilities for the City. The Superintendent will also coordinate assigned activities with other departments and outside agencies, while providing highly responsible and complex administrative support to the Director to foster a strong departmental culture. Due to the department's operational needs, this position will require working at least one weekend day on a regular basis.

The Ideal Candidate

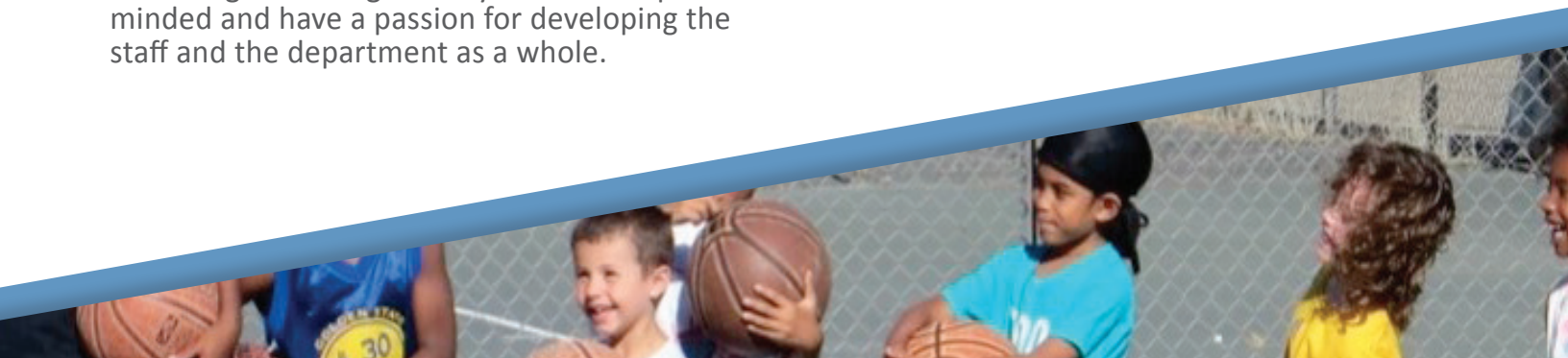
The City of Fairfield strives to implement positive change, provide creative solutions and identify innovative approaches to better serve the community. Fairfield's Parks and Recreation department is looking for a candidate who is confident in their ability to lead teams and appreciates the intrinsic benefit of building a broad external support network. The successful candidate will be a collaborative, adaptable, and open-minded individual who is committed to excellence and seeks to cultivate relationships in the community. The individual would have a heart for public servanthood and a strong desire to make a difference in their community.

Key Traits

- **Innovative** - The Parks & Recreation Superintendent should have the creativity to not only develop programs for the City but to also develop and coach department staff. The superintendent should be able to balance the risks of creating new programs and be unafraid to expand initiatives.
- **Public Servant-Minded** - The Parks & Recreation Superintendent is someone who has a heart for public servanthood and public engagement. The superintendent should be inspired by the community's needs, thrive in an environment as a hands-on leader and have a true passion for making a difference in the community.
- **A Change Agent** - The Parks & Recreation Superintendent should have the ability to identify ways to increase the efficiency of the department's operations, and take the initiative in making the changes. They should be open-minded and have a passion for developing the staff and the department as a whole.

Qualification Requirements

- **Experience** - Five years of professional administrative experience in recreation or parks and facilities management, including three years of supervisory experience, is required. Public agency, budgeting and personnel management experience are highly desirable.
- **Education** - A Bachelor's Degree from an accredited college or university in recreation, public administration, or a closely related field is required. A Master's Degree is highly desirable.
- **License/Certificate** - Possession of a valid Class C California State Driver's License is required at the time of hire. Possession of a valid equivalent is acceptable during the application process.





Compensation and Benefits

The annual salary for the Parks & Recreation Superintendent is \$125,696.48 - \$152,784.32. Placement within this range is dependent on experience and qualifications.

This classification is represented by Fairfield General Management Association ("FGMA") and offers an excellent benefits package. A sampling of these benefits is listed below. A full explanation of employee benefits is [available here](#).

Retirement: 2.5% at 55 retirement formula for Classic CalPERS members; 2.0% at 62 for new CalPERS members brought into membership on/ after 1/1/2013.

Personal Leave: 144.86 hours annually; 100% of personal leave accrued is available for cash out on an annual basis.

Vacation Leave: The annual accrual is 10 days for the first three years, 15 days per year (years 4–10), 20 days per year (years 11–15), and 25 days per year for years 16 and over. Vacation leave may be accrued to a maximum of 2.0 times the employee's current annual accrual rate.

Holidays: The City observes 14 holidays.

Sick Leave: The annual accrual is 12 days. Employees are eligible to use sick leave as it is accrued. There is no limit on the amount of accumulated sick leave.

Health/Dental/Vision Plans: The City provides generous contributions toward medical, dental and vision plans. Employees providing proof of other coverage may drop health/dental coverage and receive up to \$518/ month as taxable income.



Life Insurance: City pays in full an amount equal to 1.5 times the annual salary rounded to the next \$1,000 for a Life and Accidental Death/ Dismemberment insurance policy to a maximum of \$150,000. Additional life insurance may be purchased by the employee.

Deferred Compensation Plans:

- 401(a): Eligible date of hire. City contribution is 10.40% and the employee mandatory contribution is 4.10%.
- 457: Eligible date of hire. No City contribution; employee contribution is optional.

How to Apply

Interested parties must submit an [online application](#) by midnight on October 28, 2022.

In-person panel interviews are tentatively scheduled for Wednesday, November 9, 2022, followed by with an in-person final-round interview with the Director for the most highly qualified candidates on Thursday, November 10, 2022.

If you have any questions, please contact Cathy Thompson

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