



The City of Ojai is looking for its next

# RECREATION MANAGER

We're seeking a visionary, hands-on leader with a passion for public service, deep appreciation for community relationships and the ability to preserve current recreation programming and anticipate future needs.

If you're ready to lead with purpose and help shape a department that reflects the heart of this unique community, we invite you to explore this opportunity!



# ■ About the City of Ojai



## THE COMMUNITY

The City of Ojai, a town of 8,000 residents, is nestled in the northwest corner of Ventura County. Ojai is a popular tourist destination well known for its popular events and festivals and thriving cultural arts scene, including Southern California's renowned tennis tournament "The Ojai" and the Ojai Music Festival, a classical event that attracts talent from national and international sources. It is also the home of the Ojai Valley Inn & Spa resort, an upscale full-service destination venue that attracts tourists from across the region and abroad. Ojai offers spectacular living in a small town atmosphere and is adjacent to the Los Padres National Forest.

## THE GOVERNMENT

The City functions under a Council-Manager form of government, with a Mayor and four Council Members elected by district. The Council appoints the City Manager, who hires all staff other than the City Attorney. Police services are provided through a contract with Ventura County Sheriff's Office. Fire protection is provided by the Ventura County Fire Department. The City has approximately 35 full-time employees and numerous part-time and contract employees. Departments include Finance, Community Development, Public Works, Recreation and the City Manager's office.





# About the Recreation Department

The City of Ojai Parks & Recreation Department offers a variety of programs and facilities aimed at enhancing the community's well-being through accessible recreational activities.



***"We Create Community Through People, Parks and Programs."***

## Facilities & Parks

The department is headquartered at the Jack Boyd Community Center, located within Sarzotti Park. Sarzotti Park features amenities such as the John G. Martin Gymnasium, three picnic areas available for rent, ball fields for softball and soccer, a fitness room, horseshoe pits, a playground and shaded open space. The department recently introduced new pickleball and paddle tennis courts at Soule Park, expanding the City's recreational offering.

## Programs & Activities

Ojai Parks & Recreation provides a wide range of programs, including youth and adult sports leagues, fitness classes, martial arts and art workshops. Click here to check out our [Summer 2025 Activity Guide!](#)

## Events & Community Engagement

The department organizes various community events throughout the year, including the Annual Open House (May) and Ojai Day (3rd Saturday in October). Plus, this year, we're bringing back the annual 4th of July Picnic at Sarzotti Park! In addition, programming at Libbey Bowl (festivals, commercial concert series and community events) is administered by the Recreation Department.

Visit: [OjaiRec.com](https://OjaiRec.com) to learn more about us!

## Mission

The Ojai Recreation Department seeks to enhance the physical and mental well-being of Ojai citizens by creating and offering a wide variety of accessible activities.





# About the Position

## THE ROLE

The City of Ojai is seeking a dynamic and community-connected Recreation Manager to lead a vibrant department that enriches the lives of residents through high-quality programs, services and events.

This vital leadership role oversees diverse areas of responsibility—including recreation programming, community partnerships, parks maintenance, facility operations, special event management and Libbey Bowl commercial concert liaison—and plays a key role in enhancing community connection and quality of life in Ojai.

Under the general direction of the City Manager, the Recreation Manager assumes full responsibility for departmental strategy, staff supervision, budget administration and interdepartmental coordination. This role is hands-on, community-facing and deeply rooted in service. Whether supporting a citywide event, cultivating relationships or leading capital improvements for parks and recreation facilities, the Recreation Manager helps shape Ojai's unique and active community spirit.

This position also serves as a staff liaison to the Parks and Recreation Commission, ensuring the commission is well-informed, supported and effective in its advisory role to the City Council. The Recreation Manager also participates in citywide emergency response and preparedness efforts.

## KEY RESPONSIBILITIES

- Assume full management responsibility for all Recreation Department services and activities, including recreation, special events, community outreach, facilities and parks landscape services.
- Build and maintain strong community relationships and partnerships with local organizations, schools and residents to identify and respond to recreation needs.
- Manage the development and implementation of department goals, objectives, policies and priorities; establish appropriate service and staffing levels within City policy, allocating resources accordingly.
- Continuously monitor and evaluate service delivery methods and procedures; identify opportunities for improvement; direct and implement changes to enhance effectiveness.
- Oversee marketing and promotion strategies to increase public awareness and engagement with recreation offerings.
- Represent the department to other City departments, elected officials and community stakeholders; explain and interpret Recreation programs and policies; resolve sensitive and complex issues with diplomacy and clarity.
- Select, train, mentor and evaluate departmental personnel; provide staff development and support to build a collaborative, responsive team.
- Oversee budgeting and financial planning activities, ensuring responsible resource use and alignment with community priorities.
- Lead program planning and development to serve a wide range of ages, interests and backgrounds within the Ojai community.







## THE IDEAL CANDIDATE

The ideal candidate is a collaborative leader with community connections and existing relationships with Ojai's recreation collaborators. The candidate has an understanding of Ojai's recreation programming needs and a passion for serving the Ojai community. They possess a comprehensive understanding of Ojai's culture, values and recreation needs, along with long-standing community relationships that inform their decision-making.

This individual is:

- A creative problem-solver who brings ideas to the table and inspires innovation within their team.
- A skilled peacemaker and listener who fosters inclusive dialogue and resolution.
- A proactive communicator who engages effectively with elected officials, residents, community groups and internal staff.
- Experienced in program development, marketing and promotion, budgeting and interagency coordination.
- Adept at leading teams, motivating staff and cultivating a supportive and effective work culture.
- Dedicated to public service, equity and community well-being, with a track record of delivering accessible, high-impact programs.

Above all, the next Recreation Manager is a community builder—someone with integrity, vision and the interpersonal skills to lead with empathy and effectiveness.

[Click here to see the full job description!](#)

## QUALIFICATIONS & REQUIREMENTS

Any combination of education and experience that provides the required knowledge, skills and abilities necessary for satisfactory job performance will be considered.

A bachelor's degree from an accredited college or university with major course work in recreation, public administration, business administration or a related field

Five years of increasingly responsible experience in an applicable field, including two years of management and/or supervisory experience.





# ■ Compensation & Benefits

Annual base salary range: **\$114,720.00 – \$139,440.00** based on qualifications and experience.

*A 1.8% COLA is anticipated in July.*

- **Retirement:** City participates in the California Public Employees Retirement System (CalPERS) and Social Security.
- **Deferred Compensation (457 Plan):** City matches the greater of 3% of salary or \$200/month.
- **Health Insurance:** City participates in CalPERS health plans. City pays 100% of employee premiums and 80% of dependent premiums, up to the baseline amount; the baseline is set at the PERS Platinum premium for Ventura County.
- **Dental/Vision Insurance:** Provided by MetLife. City pays 100% of employee premiums; dependent coverage paid by employee.
- **Disability Insurance:** City paid short- and long-term disability insurance. Plan covers 60% of pre-disability earnings reduced by deductible income. Maximum weekly/monthly benefit: \$2,500/\$10,000.
- **Life and AD&D Insurance:** Basic life insurance \$30,000 per employee. City pays 100% of premium.
- **Holidays:** 13 Holidays
- **Vacation:** Initial 88 hours per year with subsequent additions for longevity.
- **Management Leave:** 80 hours per year.
- **Sick Leave:** 96 hours per year.
- **Flexible Spending Accounts (FSA):** HealthCare FSA and/or Dependent Care FSA available.
- **Colonial Supplemental/Voluntary Insurance:** Additional Life Insurance and AD&D, Critical Illness, Universal Life, Cancer Care, etc. Paid by employee.

## HOW TO APPLY

To be considered for this position, please immediately submit your resume and cover letter to Christine Martin at [Talent@TripepiSmith.com](mailto:Talent@TripepiSmith.com)

**Monday, June 2, 2025 by 5 p.m.**

After the submission deadline, candidates will be screened for qualifications. If you require additional information or have questions, please contact Christine Martin at (949)993-6531.

