



The City of Newark invites you to apply for

# RECREATION AND COMMUNITY SERVICES DIRECTOR



**Do you care deeply about community and enjoy bringing people together?**

The City of Newark is looking for a Recreation and Community Services Director who leads with heart, creativity and sound judgment. Join us for a career-defining journey: manage the launch of our first neighborhood resource center, oversee a premier 32,000-square-foot indoor aquatic facility, and play a pivotal

role in the \$67 million redevelopment of the City's flagship Community Center.

If you're a strategic thinker who can navigate complex situations with political awareness, find innovative ways to strengthen programs and services while working closely with community members, City leaders and staff to build trust and partnerships, help move ideas forward and get things done, this is the role for you!

# About the City of Newark

Newark is a vibrant city that perfectly balances its rich industrial heritage with a forward-thinking approach to the future. Located in the heart of Alameda County, Newark enjoys a premier location just 36 miles south of San Francisco with immediate access to major regional corridors such as the Dumbarton Bridge and Highway 880. This geographical location makes it a vital link in the Bay Area, offering the convenience of a high-tech hub while maintaining an inviting, suburban character.

## THE COMMUNITY

The community has undergone a remarkable transformation, evolving from its roots in agriculture and railroads into a center for bio-tech, health science and technology. Despite this modern growth, Newark has successfully preserved genuine small-town charm. Neighbors know one another and the City team remains deeply connected to the needs of its community. This relationship is reflected in our exceptional community support, evidenced by high community survey scores that consistently rank well above state and national averages. Team members proudly represent our mission to serve and partner with our community, continually enhancing the quality of life for everyone in Newark.

Newark is entering an era of renewal, with new housing developments and an expansion of commercial spaces. The City offers many recreational opportunities, ranging from the Silliman Activity and Family Aquatic Center to its beautiful local parks. Newark's blend of strategic opportunity and hometown spirit makes it an ideal place to thrive.



## FUN FACT



The Silliman Activity and Family Aquatic Center is considered one of the only fully indoor public water parks in the East Bay Area.

## MISSION STATEMENT

It is our mission to serve and partner with our community to continually enhance the quality of life of everyone in Newark.

## VISION STATEMENTS

*We are a welcoming city...*

- ... where it is safe to live, to play, and to raise children.
- ... where diverse and energetic people strive to live in harmony.
- ... that cherishes small town values and also enjoys being progressive.
- ... where educational programs are available and first-rate.
- ... where cultural and recreational opportunities are plentiful and spiritually enriching.
- ... with residents filled with civic pride, social concerns, and community involvement.
- ... with tree-lined streets and a diverse system of parks and open spaces.
- ... where the economy is strong and vital and provides jobs.
- ... where government is stable, accessible, and responsive.
- ... that provides timely, accurate, and transparent communication.
- ... that is well-planned, well-managed, and well-maintained.

## PRIDE VALUES

We, the employees of the City of Newark, take PRIDE in our service to our community. In the daily course of our work, we value:

### PERSONAL SERVICE



Our success and relationships are built upon a foundation of trust and transparency. We conduct ourselves with the highest degree of ethics, integrity, accountability, and professionalism, to ensure we are championing exemplary service to each other and to the community we serve.

### RESOURCEFULNESS



We actively manage our resources in the most efficient and responsible way possible. We take initiative and build dynamic teams. We train, adapt, and persist to overcome challenges and optimize value and benefit for our community.

### INNOVATION



We are committed to evolving for the future. We generate and execute new ideas to maximize progress for our community and organization. We leverage and invest in technology and other tools to cultivate an environment that inspires imagination, creative problem-solving and forward-thinking.

### DIVERSITY



Diversity is vital to our success. We ensure accessibility and a welcoming environment for everyone. We foster equity, inclusion and belonging by honoring our differences, nurturing sensitivity, and creating opportunities so everyone can contribute in meaningful ways.

### ENGAGEMENT



We promote a culture of wellbeing, empowerment, appreciation, and recognition. We practice impactful communication and collaborate to foster teamwork that nurtures lasting connections within our organization and community.

## WHY WORK FOR US?

When you join Newark, you're joining a team that feels more like a community. We're a place where small-town heart meets progressive spirit and we're looking for leaders who are just as excited about our future as we are.

Here you'll find a stable, supportive environment where long-term careers are the norm and hard work is celebrated. We believe in being **RESOURCEFUL** and **INNOVATIVE** to meet the needs of our community, while always leading with **PERSONAL SERVICE** and **INTEGRITY**.

We know that our best work happens when our team feels valued. That's why we foster a culture of **DIVERSITY** and **ENGAGEMENT**, ensuring every voice is heard and every employee feels they belong. We support your professional growth and encourage a healthy lifestyle with free access to our gym and pools at the Silliman Center.

If you're looking for a workplace that values trust, collaboration and a deep connection to the community, we can't wait to meet you.

## NEWARK By the Numbers



**47,000**  
Population



**37 Years**  
Median Age



**\$212,390**  
Median Household Income



**48%**  
College Educated



**9**  
Public Schools



**36**  
Miles from San Francisco



**3**  
Airports within 20 miles



**14**  
Parks in the City



**75°F**  
Average Daily High  
Temperature in the Summer



**58°F**  
Average Daily High  
Temperature in the Winter

# The Recreation and Community Services Department

The Recreation and Community Services Department is dedicated to enriching the well-being of Newark by cultivating a desirable, healthy and inclusive place to live. Our mission is to strengthen our community through diverse programs and facilities that promote personal development and healthy lifestyles. To achieve this, our team works in close collaboration with the community, local organizations, schools and fellow City departments.

The department oversees a wide-ranging portfolio that includes general recreation, fitness and wellness, special events, senior services and licensed childcare. We also manage premier facilities such as the Silliman Activity and Family Aquatic Center, Newark Preschool and Licensed Child Care Center and the Clark. W. Redeker Newark Senior Center. Our success is reflected in resident feedback: the 2025 Community Survey found that 80% of Newark households visited a City park or recreation facility in the past year, and 78% of participants expressed high satisfaction with the quality of our city-sponsored events.



## LOOKING AHEAD

The department is focused on expanding its reach through critical social resources. We are on track to open Newark's first Resource Center this Summer, a neighborhood hub designed to connect our under-resourced residents to social services and support. In alignment with this effort, the department is also leading the development and implementation of the City's first Homeless Action Plan, a coordinated, cross-departmental strategy aimed at addressing homelessness through prevention, outreach and long-term support solutions. These initiatives, along with our adaptive programming and scholarship programs for low-income residents, ensure every member of our community has access to the services they need to thrive.

In addition, the City Council recently approved a \$67 million Cultural Arts Center project to replace the current Newark Community Center. This significant investment underscores City Council's strong support and the department's role in delivering innovative facilities and programs that enhance the quality of life for the community.

At the core of these efforts are the programs and events that serve as the heartbeat of Newark's community spirit. By fostering a sense of hometown pride through celebrated traditions like the Summer Concert Series, Family Day at the Park, Mariachi Festival, Big Truck Day, Howl-O-Ween dog park event, and the Holiday Tree Lighting, we continue to create the spaces where neighbors gather and lasting memories are made.

## FUN FACT

The City of Newark commemorates its birthday with a four-day festival called "Newark Days".



# The Position

As the Recreation and Community Services Director, you will be a vital member of Newark's executive leadership team and a champion for our community's spirit. We are looking for a thoughtful, creative leader who can bridge the gap between big-picture vision and the heartfelt delivery of services that touch the lives of our neighbors every day. This is a pivotal era for Newark. You will lead the department through a period of exciting evolution, serving as the City's leading voice on recreation, wellness and essential human services.

## Reporting to the Assistant City Manager or City Manager, you will ...

- Cultivate and manage critical partnerships with the school district, County and local non-profits to expand program reach and maximize the use of our beautiful facilities.
- Act as a trusted mentor to a seasoned team, using an emotionally-intelligent leadership style to value different perspectives and champion your staff's professional growth.
- Navigate the complexities of local government with high political astuteness, keeping a pulse on community interests and Council priorities to build consensus and move big ideas forward.
- Oversee a vibrant department and four major facilities, including the Silliman Activity & Family Aquatic Center, Clark W. Redeker Newark Senior Center, Newark Resource Center and our Newark Community Center and Licensed Childcare Center.
- Manage a diverse range of activities from aquatics and youth/adult sports to preschool and senior services and our beloved citywide events like Family Day at the Park.
- Manage the department budget, fee schedules, and cost recovery policies, ensuring fiscal responsibility while telling a compelling, data-driven story of the department's impact to the City Council and our community.
- Represent the department with clarity and heart, sharing the "Newark story" through direct communication and meaningful engagement.
- Evaluate and modernize programming to ensure we remain innovative, inclusive and responsive to our community's changing demographics.
- Collaborate across departments on long-term park planning and the development of future facilities that will define Newark for generations.

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

# Our Ideal Candidate

The City of Newark is looking for a seasoned, innovative leader who brings extensive experience in recreation or community/social services administration. Our ideal candidate is a professional who leads with tact and diplomacy, navigating complex relationships with a genuine heart for the community. We need an agile thinker who understands that modern community services must be both creative and responsive to thrive in an evolving community.

## You're our ideal match if you are ...

- **Politically Savvy & Level-Headed**  
A leader with emotional maturity and professional decorum.
- **A Strategic Visionary**  
Someone comfortable introducing fresh, data-backed ideas to enhance our programs and services while honoring Newark's cherished traditions.
- **A Skilled & Adaptive Communicator**  
You can tell the "Newark story" to anyone, whether you are presenting complex reports to the City Council or having a direct, constructive conversation with staff and partner organizations.
- **A Mentor at Heart**  
A leader who prioritizes the growth of their team, with a proven ability to guide a large, multifaceted group toward shared goals.
- **Analytical & Insightful**  
You possess an evidence-based mindset and an objective approach to problem-solving.
- **A Collaborative Relationship Builder**  
You value internal partnerships and thrive on fostering strong ties with other city departments, outside agencies and the community.
- **A Champion for Equity**  
You are deeply committed to social equity, ensuring our programs are welcoming, accessible and beneficial to everyone.
- **Impact-Driven**  
You are motivated to take ownership of landmark projects and take pride in leaving a lasting legacy on Newark's quality of life.



# Qualifications

## EDUCATION & EXPERIENCE

Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Possession of a Bachelor's degree from an accredited college or university with major coursework in recreation, public administration, or a related field.
- Seven (7) years of increasingly responsible experience in recreation and/or community services administration, three (3) years of which include supervisory experience.
- A Master's degree is desirable.

## LICENSES & CERTIFICATIONS

Possession of valid CPR/AED/First Aid and other certifications that will assist in facility or program operations is desirable.

[Read the full job description here.](#)



# Compensation & Benefits

The annual salary for the Recreation and Community Services Director is **\$239,449.60 - \$287,310.40**, with a 3.5% salary increase anticipated on July 1. The City also offers an attractive benefits package:

- 401(a) required 6% contribution with 6% City match
- \$400 monthly vehicle allowance
- **CalPERS Retirement:** 2.5% @ 55 (Classic Member) or 2% @ 62 (New Member)
- Nationwide Retirement Health Savings Plan - \$100 per month
- **Generous Healthcare Contributions:** Up to \$2,706/mo (Family), \$2,049/mo (Employee + 1) or \$1,026/mo (Individual) toward Medical, Dental and Vision premiums.
- **"Cash-in-Lieu":** Up to \$450/month if you waive medical benefits
- Health and Child Care Flexible Spending Account (FSA) options
- **Life Insurance:** \$50,000 policy
- **457(b) & Roth:** Pre-tax and after-tax retirement savings options
- Employee-paid Short/Long-Term Disability
- Employee-paid Pet Insurance and discount program at group rates
- **Wellness Support:** Employee Assistance Program, on-site free gym, shower and pool access; on-site park - ideal for walking meetings and breaks; access and support to engage in regular wellness programs and activities
- **Educational Reimbursement:** Up to \$10,000 lifetime benefit

[Read the full benefits guide here.](#)

# How to Apply

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To be considered for this position, send your resume and cover letter to Christine Martin at [Talent@TripepiSmith.com](mailto:Talent@TripepiSmith.com) by **Monday, June 15**.

Candidates may be screened for qualifications following the submission deadline. If you require additional information or have questions, please contact Christine Martin at 949-993-6531.

The first round of interviews are scheduled for **July 8** and the finalist interviews are scheduled for **July 10**.

