

## THE OPPORTUNITY

Known worldwide for its spectacular leisure and recreation, the fabulous City of Palm Springs is seeking its next Director of Parks & Recreation to further the delivery of exemplary services for both residents and visitors.

## ABOUT PALM SPRINGS

Nestled at the base of the San Jacinto Mountains, the City of Palm Springs is known for its crystal-blue skies, year-round sunshine, stunning landscape, and starry nights. Palm Springs' rich history and gorgeous weather, enjoying 350 days of sunshine per year, make it an ideal place to live and a preferred destination for travelers from all over the world. The City maintains the charm of a small town while offering the amenities of an urban center. Palm Springs lies on the western edge of the Coachella Valley approximately 107 miles east of Los Angeles. The permanent population is approximately 50,000 and has as many as 2 million visitors annually. Palm Springs is also host to many parades, festivals, and the famed Palm Springs International Film Festival. Residents of Palm Springs find that the City is an ideal community to call home.

## THE PARKS & RECREATION DEPARTMENT

The Parks & Recreation Department, led by a Director and one Assistant Director consists of 6 divisions: Administration, Aquatics, Special Events and Park Permitting, Youth Programs, and two Recreation Divisions (Demuth Park and Desert Highland Park). The department provides its services with a FY25 operating budget of \$15.9 million and 43 FTE employees, plus 30 seasonal employees. Park maintenance services are provided through the City's Public Works Department. Additional funding is provided through the City's capital budget and Measure J funds for parks and facility projects.

## THE POSITION

The Director of Parks & Recreation is an executive, at-will position that receives direction from the Assistant City Manager and the City Manager. The Director plans, directs and coordinates the services and activities of the department including parks and recreation, athletics and aquatics, youth services, facility rentals, contracts, classes and services, cultural programs, the golf course, parades and events, and assisting with park maintenance. Key responsibilities include managing and participating in the development and implementation of goals, objectives, policies and priorities for assigned programs; coordinating and supervising long-range departmental planning activities; overseeing and participating in the development and administration of the department's annual budget; and directing the acquisition, planning, improvement, inspection and maintenance of all department facilities.

The ideal candidate will have the ability to connect with people and groups from a wide variety of backgrounds; possess a level of political acumen and ability to gain buy-in; be a proven leader, able to build and grow cohesive teams; ability to work in a fast-paced environment with decisiveness and responsiveness; and have experience planning and overseeing large, complex, community, and special events.

## QUALIFICATIONS

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

**Education:** Bachelor's degree from an accredited college or university with major coursework in recreation, leisure services, public administration or a related field. A Master's degree in a related field is preferred.

**Experience:** Five years of increasing responsible parks, community services, and cultural programming experience. At least two years should include administrative, supervisory, management and professional staff responsibilities. Experience with a public agency is preferred.

## SALARY & BENEFITS

The hiring range for the Director of Parks & Recreation is **up to \$201,264** dependent on qualifications. In addition, an excellent executive benefit package is provided including retirement through CalPERS. Classic CalPERS members are eligible for the 2% @ 60 formula with an employee contribution of 7%, while PEPRA members are eligible for the 2% @ 62 formula with an employee contribution of 8.75%.

In addition, employees work four 10-hour days, working Monday-Thursday and must be willing and able to work various hours that may include early mornings, evenings, Fridays, weekends, and holidays.

Additional benefit information can be found in the recruitment brochure.

## APPLICATION & SELECTION PROCESS

Interested candidates must submit a cover letter and résumé online no later than **Monday, August 26, 2024**, at:

<https://www.mosaicpublic.com/careers>

This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established.

Confidential inquiries are welcomed to:

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<https://www.mosaicpublic.com/career/2439-director-of-parks-and-recreation>