

**JOB TITLE: Administrative Services Director**  
**AGENCY: Hayward Area Recreation and Park District**  
**LOCATION: Hayward, CA**  
**FILING DEADLINE: March 21, 2025**  
**SALARY RANGE: \$199,297.44 to \$242,247.36 Annually**

### **THE POSITION**

The new Administrative Services Director will direct, plan, organize and administer the activities and operations of the Administrative Services Department. The Department is comprised of the Finance/Accounting Division including management of investments, budget, payroll, accounts payable/receivable, auditing; the Information Technology Division; and the Human Resources function. The incumbent will coordinate department activities with other District departments and outside agencies and provide highly responsible and complex administrative assistance to the General Manager.

This is an Executive Department Head classification with full responsibility for the management of multiple division within the District. The role reports to the General Manager and receives administrative direction in terms of goals and outcomes. The administrative service director is the second highest staff member in the organization, behind the General Manager.

### **Duties include, but are not limited to, the following:**

- Develop, plan and implement department goals, objectives and processes; develop policies for consideration by the General Manager and Board and implement as approved.
- Plan and direct the activities of the Administrative Services Department; coordinate with other department and outside agencies.
- Provide administrative assistance to the General Manager; prepare and present reports to the District Board of Directors and various committees and agencies regarding fiscal and budget practices, investments, financial reports, policies, and procedures.
- May serve as acting General Manager if required.
- Direct and manage the District's IT Division.
- Oversee Districtwide procurements, purchasing and contract administration.
- Serve as budget manager and financial advisor overseeing financial forecasting, investment management, and related financial activities.
- Serve as Finance Director to perform statutory duties as stated in the California Government Code and/or the District's codes and policies.
- Prepare and coordinate Districtwide operating and capital improvement budgets.

For a complete list of duties, knowledge and abilities required by this role, [click here](#).

### **THE IDEAL CANDIDATE**

The ideal candidate will have human resources, finance, and information technology management experience. Experience with implementing ERP systems would be helpful. We need a genuine, lighthearted person who enjoys talking with the staff regularly. While maintaining great morale, we need a professional administrator. A person who has stellar verbal and written communication is a must. This individual will be interacting with elected officials both in informal and formal settings. We want a true manager, not just a "fixer." We need someone who has a proven track record of bringing teams together with respect, honesty and tact. Coaching and mentoring skills are important.

### **ABOUT THE DISTRICT**

The Hayward Area Recreation and Park District, known locally as "H.A.R.D.," is an independent special use district created to provide park and recreation services for over 309,000 residents. Our boundaries encompass a 100 square-mile area, which includes the City of Hayward and the unincorporated communities of Castro Valley, San Lorenzo, Ashland, Cherryland, and Fairview. It also encompasses four school districts and various health clinics. Since its creation, the District has provided residents with many beautiful facilities and parks, many of which have received national and state recognition for their design, innovation, and beauty, as well as hundreds of educational and recreational classes and programs.

For more details about this opportunity, please visit the job brochure at: <https://koffassociates.com/wp-content/uploads/2025/01/Final-Brochure-HARD-ASD1.pdf>.

To be considered, please submit a resume, cover letter and five work-related references (who will *not* be contacted in the early stages of the recruitment) to: <https://koffassociates.com/hard-admin-services-dir/>. Resumes should reflect years *and* months of positions held as well as size of past organization(s).

For additional information, please contact:

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