



TOWN OF CORTE MADERA
Employment Opportunity

PARKS AND RECREATION DIRECTOR

Full Time Position Salary - \$9,596—\$11,666 per month

Plus excellent benefits package

Open Until Filled—First Review of Applications January 6, 2020

The Position

The Parks and Recreation Director is a key member of the Town of Corte Madera's Management team, with responsibility to plan, direct, manage, and oversee all activities and operations of the Parks and Recreation Department. This includes planning for parks, facilities use and scheduling, recreational programming and capital projects related to parks, and coordination of assigned activities with other Town departments and outside agencies.

The Town of Corte Madera has a robust Parks and Recreation program with services designed to meet a wide variety of community interests such as recreation classes/activities, arts programs, youth and adult sports programs, youth enrichment programs senior services, summer camps, and Town-wide and community special events.

Capital Improvement projects include renovation of the existing Recreation office, renovation of Skunk Hollow Park, creation of a bocce ball court and creation of a Master Plan for Town Park.

The Parks and Recreation Director will be expected to manage a large soccer program, create new youth programs, re-engage with an ad hoc committee on recreation programs, identify space needs and existing facilities that could support new or existing programs, and explore opportunities for shared services with other area agencies.

The Ideal Candidate Will :

- Be a visionary, action oriented, creative, community-minded, energetic leader
- Be able to quickly assess the quality and availability of current programming
- Be able to work in collaboration with the Corte Madera Parks and Recreation Ad Hoc committee to identify programming needs and opportunities to expand, enhance or improve recreational programming and services
- Be proficient in directing and managing the full scope of parks and recreation activities and operations, including budgeting, planning new parks and recreational facilities, organizing work activities, staffing, and supervision
- Effectively represent the Department to the Town Manager, Town Council, Parks and Recreation Commission, other agencies and the public
- Have 6 or more years of increasingly responsible experience managing parks and recreation programs and facilities in a public, private or non-profit organization
- Bachelors degree in public administration, business administration, recreation management, park and resource management or related field. A Masters degree is highly desirable.

The Town and Community

The Town of Corte Madera, California is a community of just under 10,000 people located in the heart of Marin County, approximately nine miles north of San Francisco. It is devoted to preserving its rich history, maintaining today's quality of life, and carefully planning its future.

Corte Madera has a number of amenities including friendly neighborhoods, a charming Old Town square, shopping areas, vast open space, coastal marshland and rolling hillsides with vistas of Mount Tamalpais. It is a community that offers great variety in housing, employment, recreation, entertainment, education and public services. Corte Madera is home to friendly, involved people with an inviting community atmosphere.

What We Offer

- Salary \$9,596—\$11,666 monthly DOQ
- \$432 per month automobile allowance
- Health insurance for Employee and Dependents; Town pays Kaiser Bay Area rate
- Paid dental, life, long-term disability and vision insurance
- CalPERS Defined Benefit Retirement
 - 2.5% at 55 for classic members
 - 2% at 62 for new members under PEPPRA
- Paid vacation, funeral, and sick leave
- 96 hours administrative leave per fiscal year
- 14 Holidays, includes floating holidays
- Tuition, Commuter and Health/Wellness reimbursement benefits
- Deferred compensation – voluntary employee tax deferred contribution
- Roth Deferred Compensation – voluntary employee paid after tax deduction

- Flexible Spending Accounts (voluntary employee contribution), Retiree Health Savings Account

To Apply

If you are interested in this outstanding opportunity to join a competent, committed and energetic team, please complete a Town of Corte Madera employment application, attach a cover letter detailing your interest in the position and a current resume.

Application forms can be downloaded from the Town of Corte Madera's website:

<https://townofcortemadera.org/408/Job-Opportunities>.

Please send all three items by email to Janet Thiessen, Human Resources Manager, at jthiessen@centralmarinpolice.org

Applications submitted without the Town of Corte Madera application form, cover letter and resume will be considered incomplete and will be rejected.

The Town of Corte Madera is an equal opportunity employer. For more information or to review a copy of the job description visit:

<https://www.townofcortemadera.org/251/Job-Descriptions>

Interested applicants are encouraged to contact the Interim Parks and Recreation Director, David Wilkinson at dwilkinson@tcmmail.org or (415) 927-5075 to discuss this outstanding opportunity and the Town's Parks and Recreation program. Questions regarding the job announcement may be directed to Janet Thiessen at (415) 927-5187 or by email: jthiessen@centralmarinpolice.org

Recruitment: Open Until Filled

1st Review of Applications:

January 6, 2020

Qualified applicants are encouraged to apply ASAP; Best qualified applicants based on application, cover letter and resume will be invited to an oral panel interview in January 2020.