

Peckham & McKenney
"All about fit"



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EXECUTIVE SEARCH

Parks and Recreation Director
CITY OF NAPA, CALIFORNIA

THE COMMUNITY

Napa is the largest city and the county seat of Napa County and a principal city of Wine Country in Northern California. Located in the North Bay region of the Bay area, the city has a population of 77,480. The City is celebrating its 150th Birthday in 2022. Founded in 1847, Napa is a place with a colorful past — a jumping off point for 49ers bound for the gold rush, birthplace of famous leather, and neighbor to some of the most prestigious vineyards in the world. Today Napa is a vibrant and modern town with a respect for its past. Minutes from quality and diverse neighborhoods are vibrant business corridors, top-notch food and wine amenities, and many other cultural features, including the popular Main Street “Restaurant Row,” the West End and the Oxbow District. The city’s award-winning “living river” flood protection project is more than halfway to completion, making Napa safer while enhancing the ecosystem and providing a high-quality recreational area in the Oxbow Commons. Napa is a city with a low crime rate, a high standard of living, clean air and nearly perfect weather.

For the past 30 to 40 years, the City of Napa has been in transition. The City that was once known for its tanneries, prune processing and State hospital is now more

known for its hospitality, fine food, and luxury hotels. While yesterday’s jobs came largely in heavy industrial pursuits at Kaiser Steel, Basalt Rock, Napa Pipe and Mare Island Shipyard, today the economy is increasingly based on tourism. Its economy’s unique and diverse combination in agriculture, production and retail; world-renowned hospitality offerings; and proximity to the core of the Bay Area — a major global innovation center — makes Napa a city unlike any other in the world.

THE ORGANIZATION

The City of Napa is a full-service city and has 11 departments, including the City Manager’s Office, Human Resources, Finance, Parks and Recreation Services, Community Development, City Clerk’s Office, City Attorney’s Office, Public Works, Utilities, Police and Fire services. The FY 21/22 adopted budget totals \$261.3 million, \$101.3 Million of which is General Fund. The budget reflects the six priorities established by the City Council: (1) Efficient and Stable Organization, (2) Streets, Sidewalks, and Infrastructure, (3) Where We Live - Housing and Neighborhoods, (4) Enhanced Vitality and Economic Development, (5) Community Focused Services, and (6) Diversity, Equity, and Inclusion.

The Napa City Council consists of five members, including the Mayor and four Councilmembers. The Mayor and each Councilmember are elected to four-year terms. The Vice Mayor is appointed annually by the Mayor and City Council. On November 3, 2020, the City of Napa held its first district-based election for Councilmembers and an at-large Mayor. In addition to appointing the City Manager, City Attorney, and City Clerk, the City Council is also responsible for appointing members of City Commissions, Committees, and Boards. For more information on the City of Napa organization, please visit the website at www.cityofnapa.org

THE DEPARTMENT

The Parks and Recreation Services Department provides quality services to the community by offering recreational opportunities in a variety of forms, including enrichment classes, day camps, swimming lessons, sports programs, free community events, and by providing free access to parks, trails, downtown plazas and open spaces. The Department is responsible for maintenance and care of all City parks, trails and open spaces as well as the Urban Forestry program that includes management of both public and private trees. The department also maintains recreational facilities in parks and landscaping in the downtown. Other responsibilities include the maintenance of public rights-of-way and landscaping in specific neighborhoods identified by assessment districts.

The four key program focus areas within the department include the Parks, Recreation, Special Events, and the Urban Forestry programs. The Parks program is responsible for the planning, operations and maintenance of over 820 acres of parks, trails and open space areas that contribute to enhanced vitality for the community. The Recreation program includes aquatic programs, day camps, youth and adult sports, senior services, preschool programs, enrichment classes, community facility rentals, and



community events. The Special Events program provides opportunities for the community to experience many different activities through partnerships with other community groups, non-profits, and the Downtown Association. The collaboration includes City-sponsored events at Veterans Park, co-sponsored events, and privately produced events



using City parks and facilities. The Urban Forestry program provides quality services to the community by managing the community urban forest, maintaining trees in the public rights-of-way, in parks and on private property.

The department has accomplished significant projects over the past few years and has identified key initiatives for this coming year.

Key Initiatives for Fiscal Year 2022/23:

- Develop a comprehensive Maintenance Master Plan using park condition assessment data
- Operationalize the City's Asset Management System into the daily work of the department and provide reporting on maintenance effort and deficiencies.
- Renovate Kennedy Park pathways
- Inventory Urban Forest and develop an Urban Forestry Maintenance and Master Plan
- Continue reinstating Special Events co-sponsorship opportunities post-Pandemic

THE IDEAL CANDIDATE

Reporting directly to the Assistant City Manager, the Director of Parks & Recreation Services oversees and manages the department, supported by a Recreation Manager, a Parks & Urban Forestry Manager, and a Management Analyst, for a total of 43 FTE's in the department.

The City seeks a local government professional who brings both recreation and maintenance experience to the department. The next Director will be joining a collaborative and caring department staff who have a strong commitment to high quality service delivery. This individual will capitalize on the strengths of the Department and lead it to the next level of excellence. The new Director will establish a work environment where employees take pride in their work and enjoy the challenge of enhancing and improving programs valued by the community. An advocate for staff development and inclusive by nature, the Director will inspire employees to seek greater efficiencies and continuously improve the department, earn the trust and respect of the staff through training, mentoring, and encouraging innovation and input, as the department maintains high standards in achieving Department goals.

The ideal candidate will exhibit political acumen and the ability to work collaboratively with labor, City staff and bring a spirit of collaboration to the Executive Team.

Drawing from relevant experience, both deep and broad, the ideal candidate will be highly proficient in managing departmental responsibilities such as developing and monitoring the budget, overseeing day-to-day operations and capital projects, and recreation and

maintenance. The next Director will have the opportunity to work collaboratively on emerging community issues, such as homelessness, and will bring innovation to the departments' efforts to rebuild special events and re-imagine how recreational programs are delivered in a post-pandemic era. The successful candidate will have the unique ability to collaborate with the school district, to leverage and lead opportunities to repurpose some of the school district assets, such a gymnasiums and swimming pools, for the greater community's use. Experience working with Boards and Commissions will be beneficial as the department is involved with various commissions including the Parks and Trees Commission and the Napa Parks and Recreation Foundation.

A combination of education and experience for this position includes increasingly responsible administrative experience in parks and recreation and/or community services program management and a Bachelor's degree with major work in Public Administration, Recreation Administration or a related field. A Master's Degree in Public Administration, Recreation Administration, Park Management or related field is desirable.



COMPENSATION AND BENEFITS

The salary range for this outstanding opportunity is \$161,249 - \$194,819. Placement within this range dependent upon qualifications. In addition, the City offers an attractive benefits package, including:

RETIREMENT: The City participates in the California Public Employees' Retirement System (CalPERS) with a 2% at 60 formula for Classic members coming from reciprocal agencies, and 2% at 62 for new members.

DEFERRED COMPENSATION: The City participates in 457 & 401(a); Employees can voluntarily enroll for 457. For the 401(a) option, the City contributes \$322 per month with a monthly employee contribution of \$300.

MEDICAL INSURANCE: The City contributes \$675 monthly for employee only, \$1,350 monthly for 2-party and \$1,795 monthly for Family coverage. The City has a choice of 2 HMO plans a Deductible HMO and 2 High Deductible Health Plans offered by Kaiser and Western Health Advantage. The employee contribution is zero for all plans except the Kaiser HMO, which is \$100.06 monthly for employee only, \$200.10 monthly for 2-party and \$266.62 monthly for family.

HEALTH IN-LIEU OPTION: Employees may waive City coverage and opt for health in-lieu at \$500 monthly; annual proof of alternative coverage is required

VISION INSURANCE: Single: Employee contributes \$7.28 per month; 2-party 10.56 per month; Family \$18.93 per month

DENTAL INSURANCE: The City offers 2 Dental Plan options through Delta Dental a PPO and HMO. There is no employee contribution for the HMO plan, and for the PPO plan employees pay \$7.06 monthly for employee only, \$11.52 monthly for 2-party and \$12.91 monthly for family.

MANAGEMENT LEAVE: 120 hours of management leave per calendar year; Employee may elect to cash out up to 50% of eligible management leave every calendar year

SEARCH SCHEDULE

Filing Deadline.....	June 27, 2022
Preliminary Interviews.....	July 6 & 7, 2022
Recommendation of Candidates.....	July 14, 2022
Finalists Interviews:	
• Panel Interviews.....	July 21, 2022
• Finalist(s) Interview w/CM.....	July 25, 2022

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

VACATION: 120 hours per year, depending on years of service, with City Manager discretion for additional hours; Employee may elect to cash out up to 80 hours of vacation every December for the following year.

HOLIDAYS: 14 paid holidays per year

SICK LEAVE: 96 hours per year

SICK LEAVE TO SERVICE CREDIT: Can convert unused Sick Leave to retirement service credit at the time of retirement.

LIFE INSURANCE AND AD&D:

\$100,000 each of coverage paid for by the City, with option to purchase supplemental life and AD&D

AUTO ALLOWANCE: \$400 per month

PHONE STIPEND: Up to \$100 per year for equipment and up to \$110 per month for usage.

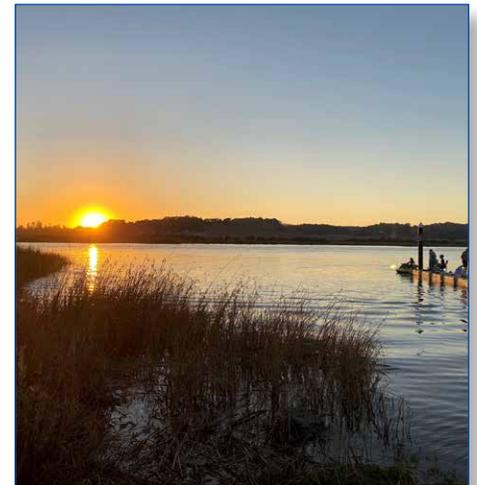
TUITION REIMBURSEMENT: \$1,000 per year reimbursed for qualifying educational expenses.

PERS SURVIVOR BENEFIT: City contributes \$1.11 per pay period for the 1959 Indexed Survivor Benefit.

RETIREE HEALTH INSURANCE: City contributes \$347 per month for retired employees with at least 10 years of service at retirement.

LONG-TERM DISABILITY INSURANCE/ STATE DISABILITY INSURANCE: Offered, but premiums paid 100% by employee.

The City of Napa is an Equal Opportunity Employer.



THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please submit your cover letter and resume (including month/year of employment) via our website:

Peckham & McKenney
www.peckhamandmckenney.com

Please do not hesitate to contact Maria Hurtado toll-free at (866) 912-1919, by cell at (831) 247-7885 or via email at maria@peckhamandmckenney.com, if you have any questions regarding this position or the recruitment process.



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