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Hayward Area Recreation & Park District (HARD)

ADMINISTRATIVE SERVICES DIRECTOR



THE DISTRICT/ ORGANIZATION

The Hayward Area Recreation and Park District, known locally as “HARD” is an independent special district created in 1944 by public vote to provide park and recreation services. Located in Alameda County 25 miles southeast of San Francisco, the District encompasses over 100 square-miles and serves 290,000 residents in the City of Hayward and the unincorporated communities of Ashland, Castro Valley, Cherryland, Fairview and San Lorenzo.

The jurisdictions contained within the District are a diverse group of urban and suburban areas. The central part of the District is highly urbanized, represented by the communities along the Highway 580 and Highway 880 corridors. Many of these communities are nearly built out and/or experiencing redevelopment. The west District boundary is comprised of a large area of relatively undeveloped Bay shoreline, flanked on its eastern edge by large-tract industrial uses. To the east, the District boundaries extend well into the hills north of Castro Valley, the Hayward Hills and the Palomares Hills. An extensive network of freeways and bus

lines, as well as three Bay Area Rapid Transit (BART) stations (Hayward, South Hayward, and Castro Valley), and an Amtrak station serve the District.

Since its creation, the District has provided residents with numerous unique facilities and parks that are treasures in the region, 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. Today, HARD is the largest recreation district in California with over 140 parks, school parks, open space areas, and facilities.

The District operates under the Board/Manager form of government, with five Board Members directly elected for alternating four-year terms. The Board establishes policy for the District and appoints the General Manager who is responsible for carrying out those policies.

HARD provides services through 133 full time staff members within an overall operating budget of \$33.9 million for Fiscal Year 2021-22 supporting five departments: General Manager’s Office and Administrative Services, Parks and

Facilities Maintenance, Recreation, Arts and Community Services, Golf, and Capital Planning and Development. The District maintains and operates community and neighborhood parks, recreation and community centers, senior centers, a golf course, sports fields, school park areas, pools, gymnasiums, and other facilities. The District provides recreational programs at its facilities and at other governmental agency facilities. The District provides maintenance of park areas, trees, landscaping, buildings, and other structures at the District’s park sites and facilities. For more information about the Hayward Area Recreation District, please visit www.haywardrec.org

THE POSITION

The Administrative Services Department is responsible for supporting the general needs of the District, overseen by the Administrative Services Director, who reports directly to the General Manager, and includes three divisions.

The Finance and Accounting Division manages all financial aspects of the District, including general accounting, payroll, budget preparation and coordination, financial analysis, statistical analysis and reporting, regulatory and financial compliance reporting, coordination of the District’s annual audit, grant acquisition process, fixed asset inventory and debt service management. The Division’s primary function is to provide timely and accurate reporting to internal customers and ensure sound fiscal management practices. In FY 21-22, the Finance team will work with a consultant to assess the needs for a new enterprise resource system and develop a request for proposals to solicit system capabilities and cost information. Staff is hoping to begin implementation of the new system in FY 21-22.



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The Human Resources Division supports all the employees of the District and is responsible for incident reviews and ergonomic evaluations, labor relations and contract negotiations, management of workers compensation and general liability claims and policies, classification and compensation, discipline and counseling, strategic recruitment, promotion and selection, performance planning and evaluation, organizational development, resolution



of grievances, and other employee assistance services.

The Information Technology Division is responsible for the design, implementation, and management of information technology initiatives at the District. This Division has three components: the information systems component establishes computer system implementation and upgrades while providing support for users, the telecommunications component maintains and operates the District's telephone system, the technical systems component supports and maintains the various District systems and radio communication system. This division also administers outsourced technical contracts and participates in the review and design of the District's technical related projects.

THE IDEAL CANDIDATE

The General Manager seeks candidates with a strong finance background with excellent communication and leadership skills, with experience in budget administration, processes, systems, an understanding of OPEB, equipment replacement and understanding of financial forecasting. Candidates who value internal and external customer service and understand that the Administrative Services Department supports the District as a whole is essential. This candidate will have the ability to navigate through challenges, be a collaborative and inclusive leader and address the needs of each division.

Candidates who have good people skills, a sense of humor, are good-natured, patient and adaptive, while paying attention to details, make well-rounded candidates. The District seeks individuals who are engaging, solution oriented with demonstrated experience in Finance, Human Resources, Information Technology bond issuance and development and monitoring the capital budget. The new Director will have significant progressive management experience leading up to a position of this caliber, and will address issues in an open and collaborative way and be open to mentoring staff at different levels of the organization, particularly on the budget process.

The District has gone through positive transformation over the last several years and the ideal candidate will continue this transformation onto the next level of performance. This position presents candidates with opportunities to implement a new ERP system,

reduce risk and cyber risk exposure, build their team by filling vacancies, and a visionary leader who has the ability to manage the day-to-day operations of the department all while keeping their eye on the future and continuously looking for ways and partnerships to improve upon what the department offers to the residents of the District.

The new Director will have strong leadership skills as demonstrated through team and organizational development as well as being able and willing to work with a high level of independence while applying a high standard of professional ethics to their decision making. The ideal candidate will be available to those they work with and be a thoughtful executive who can lead the department. The person selected for this position will be a confident, comfortable leader who works well in public settings, has a strong executive presence, is fair, unbiased, and supportive in nature.



A Bachelor's degree in Finance, Public or Business Administration or a related field, and six years of professional experience in municipal finance management or administration with at least three years in a supervisory capacity, is required. A Master's degree and/or CPA designation is desirable.

THE COMPENSATION

The annual salary is \$198,060 and is currently under review. Appointment will be made depending upon the qualifications of the selected candidate. In addition, H.A.R.D. offers the following comprehensive benefits:

RETIREMENT: CalPERS

Miscellaneous formula: "Classic" members: 2% at 60. "New" CalPERS members 2% at 62 for employees hired after January 1, 2013. In addition, the District participates in Social Security with contributions made by the District and the employee.

LEAVE, HOLIDAYS AND VACATION:

Ten working days paid vacation each year; fifteen days after five years of service and twenty days after thirteen years of service. Minimum of five and up to ten days of administrative leave. Fifteen paid holidays a year and three paid days of negotiated time off between Christmas and New Year's holidays



SEARCH SCHEDULE

Filing Deadline:January 24, 2022

Preliminary Interviews: February 4th & 7th, 2022

Recommendation of Candidates: February 14th, 2022

Panel Interviews:February 28, 2022

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

through 2022. Sick leave is accrued at the rate of one (1) day per month.

HEALTH INSURANCE (MEDICAL, DENTAL AND VISION BENEFITS):

Choice of two health plans for employees and their dependents, most, if not all of which is paid for by the District. Comprehensive dental plan for employees and their dependents paid for by the District. Vision care reimbursement benefit. Post-employment healthcare plan contribution of 2.62% of base salary paid by District.

FLEXIBLE SPENDING ACCOUNT:

Voluntary Flexible Spending Account for medical and childcare expenses, employee funded.

LONG-TERM DISABILITY: Long Term Disability Plan paid by District.

LIFE INSURANCE: Life Insurance policy (\$75,000) paid by District.

DEFERRED COMPENSATION PLAN:

District Deferred Compensation Plan available, employee funded.

EMPLOYEE ASSISTANCE PROGRAM:

The District provides an Employee Assistance Program benefit to Management employees and their dependents.

AUTO ALLOWANCE: \$425/month.

TUITION REIMBURSEMENT:

Educational Tuition Reimbursement available.



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

Resumes are acknowledged within two business days. Contact Maria Hurtado at (831) 247-7885 or toll-free at (866) 912-1919, if you have any questions regarding this position or the recruitment process.



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