

Peckham & McKenney
“All about fit”

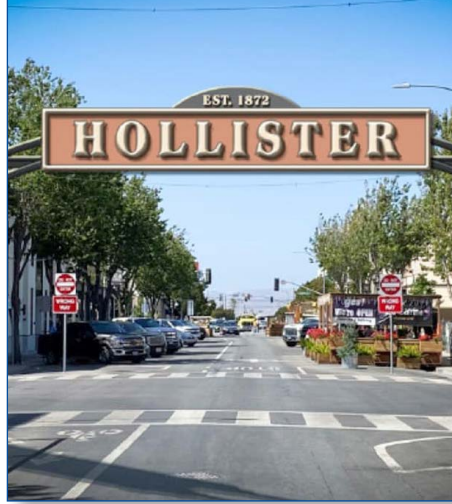


Parks & Recreation Director
CITY OF HOLLISTER, CALIFORNIA

THE COMMUNITY

The City of Hollister is nestled in San Benito County, 47 miles South of San Jose, along Highway 156 near the San Luis Reservoir. Historically an agricultural community established by ranchers and farmers, Hollister has a population of more than 40,000 residents and has developed into an anchor community for the surrounding area, drawing residents, businesses, and tourists to its beautiful weather, charming downtown, abundant recreational opportunities, diverse workforce, friendly people, and rural roots.

The beautiful hills and valleys of San Benito County make Hollister a dreamland for those who love the outdoors. Hollister Hills offers over 6,800 acres of scenic and varied terrain for off-highway vehicles as well as dedicated hiking, bicycling, & equestrian trails. Only miles away from Pinnacles National Park, and with back country roads for bikers, the City is an ideal location for nature-lovers. Hollister is home to the widely popular Independence Day Motorcycle Rally, which began in 1947 and is believed to be the event that gave rise to the “American Biker”.



In the midst of exponential residential and commercial growth, the City of Hollister maintains its independence, small-town charm, and agricultural/ranching heritage in its community and business-friendly environment. For more information on this charming city, please visit the City of Hollister’s website at www.hollister.ca.gov

THE ORGANIZATION

Incorporated in 1872, the City of Hollister is a general law city and operates under the Council-Manager form of government. The City Council appoints the City Manager, and consists of five members, which includes a Mayor elected at-large every two years, and four council members elected within individual districts in staggered four-year terms.

Hollister is a full-service city that provides the full suite of municipal services such as water, sewer, police, fire, development, and administrative functions; it also provides significant services to the greater San Benito County, including Fire and Animal Control. In addition, the City manages a growing municipal airport, currently serving as a CalFire Air Attack Base and as the staging area for wildfire suppression in six surrounding counties. The City of Hollister has 225 full-time employees and a total annual operating budget of \$98.8 million for Fiscal Year 2023/2024.

THE DEPARTMENT

The Parks & Recreation Department consists of three divisions: the Landscape & Lighting Districts (LLD) Division, the Parks Division, and the Recreation Division. The LLD Division is responsible for supporting the improvement and maintenance related to city soundwalls, landscaping and streetlighting; the Parks Division oversees the operation, maintenance, safety and design of community parks and related facilities; and the Recreation Division develops and builds upon current social programs, enhances economic development, and provides the community with sports activities, community events, arts, social/educational activities, and other enrichment events. The Parks & Recreation Department has 8 full-time employees and an annual department budget of \$6.65 Million for Fiscal Year 2023/2024.

For the current fiscal year, the Department will continue to monitor, develop and expand their recreation programs, increase landscape and park beautification through lighting, explore the idea of a proposed cultural festival, update department software, fill department vacancies, address existing and future maintenance of facilities, and work on the development of Cesar Chavez Park.



THE POSITION

Under general direction of the City Manager, the Parks & Recreation Director will serve as a member of the City's executive team and will oversee and manage the Parks & Recreation Department and ensure that the residents are provided with varied recreational opportunities and adequate park facilities.

In addition, the Director will represent the Department at Parks & Recreation Advisory Commission meetings,



communicate with community groups to determine community needs for recreation programs and park facilities, analyze population trends and community requirements for long-range planning, provide advice and counsel to the City Manager, the City Council and other boards, commissions and committees in matters relating to Parks & Recreation, prepare reports, make oral presentations, and perform other duties as assigned.

THE IDEAL CANDIDATE

The City seeks an accomplished professional with a strong "service-first" orientation and a proven performance record in working collaboratively with staff and community partners to

deliver high-quality parks, programs and facilities, with a background park operations and maintenance, recreation programming and Landscape & Lighting Districts.

Customer service and responsiveness are values modeled and promoted by this individual. The next Director will be a strategic thinker, politically astute but not political, technically competent with a strong sense of community and a "can-do" attitude. The next Director will value the traditions that make the Hollister community unique while embracing a sense of innovation, inclusion, and diversity.

A candidate who communicates clearly and concisely, both orally and in writing, and who is comfortable engaging with internal and external stakeholders will be a good fit for the position. Candidates with a strong background in park maintenance and development and other facets of recreational programming are encouraged to apply. The minimum qualifications include the equivalent of a Bachelor's degree with major work in Public Administration, Recreation, Parks Management, Physical Education or closely related field, and five (5) years of responsible experience in a related public sector position which includes at least three (3) years of administrative and supervisory responsibility is required. Prior experience managing a multi-faceted recreation program in a high-level management or director position and/or a Master's degree in Public Administration, Engineering, Recreation, Parks Management, Physical Education or a related field are desirable.

COMPENSATION AND BENEFITS

The annual salary range is \$171,719.86 to \$208,726.44.

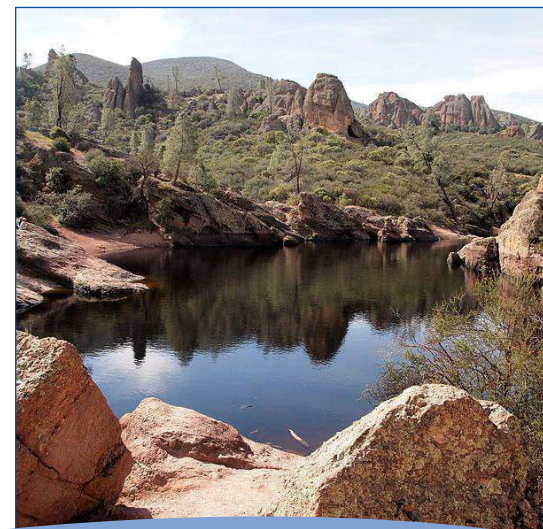
Placement within this range is dependent upon qualifications.

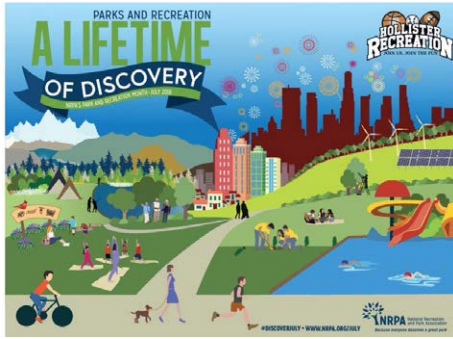
In addition, the City also offers an attractive benefits package, including:

RETIREMENT: The City participates in the California Public Employees' Retirement System (CalPERS); Classic Members Non-Safety members "2% @ 60" and New Members Non-Safety "2% @ 62".

MEDICAL INSURANCE/DENTAL/ VISION: The City provides a generous cafeteria benefit plan; medical, dental, and vision coverage for employee plus dependents.

FLEXIBLE SPENDING ACCOUNT: City offers a pre-tax dependent care reimbursement account up to maximum reimbursement allowed by law to be funded by employee. The City also offers pre-tax medical care reimbursement account, up to the IRS maximum amount per year per employee.





SEARCH SCHEDULE

Filing Deadline	April 21, 2024
Preliminary Interviews	May 2 & 3, 2024
Recommendation of Candidates	May 14, 2024
Finalists Interviews:	
• Panel Interviews	May 20, 2024
• Finalist(s) Interview w/City Manager	May 21, 2024

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

EMPLOYEE ASSISTANCE PROGRAM:
City offered.

VACATION: Vacation Accrual of 10 days per year, for the first 3 years of service.

VACATION CASH-OUT: In 10-hour increments, with City Manager approval.

SICK LEAVE: 12 days per year with no accrual limit.

ADMINISTRATIVE LEAVE: 80 hours per fiscal year.

HOLIDAYS: 13.5 Holidays per year.

LIFE INSURANCE: \$100,000 provided by the City. Additional term life insurance may be purchased at increments of \$100,000 up to a total of \$250,000.

LONG-TERM DISABILITY: 2/3 of gross salary to a maximum of \$7,000.

DEFERRED COMPENSATION:
Optional Voluntary 457 Plan.

TUITION REIMBURSEMENT: City will reimburse eligible tuition expenses up to \$4,500 per year.

PROFESSIONAL DEVELOPMENT INCENTIVE PROGRAM: \$2,500 Lump Sum incentive for obtaining eligible certificates or degrees not required for position; can only be awarded to an employee once per calendar year.

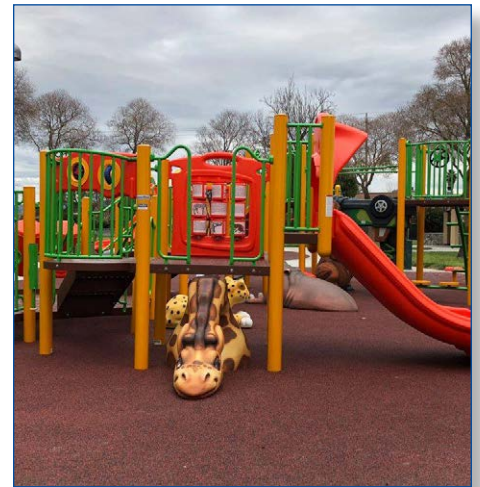
BILINGUAL ALLOWANCE: City pays \$175 per month upon Assignment for Level I – Oral Translation and an additional \$125 per month for Level 2 – Written Translation.

PROFESSIONAL CERTIFICATE PAY: 3% of Salary for possessing and maintaining a Professional Certificate (up to a max of 3) that pertains to the position and is subject by needs and requirements of the City.

LONGEVITY PAY: Bonus Starting at 3% of Base Salary after 10 consecutive years of service.

SPECIAL EVENT PAY: \$500 per day if required to work a Special Event with City Manager approval.

The City of Hollister is an Equal Opportunity Employer.



THE RECRUITMENT PROCESS

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 recruitment process.



www.peckhamandmckenney.com

