



**Santee**
CALIFORNIA

**DIRECTOR OF
COMMUNITY
SERVICES**

 **BOB MURRAY
& ASSOCIATES**
EXPERTS IN EXECUTIVE SEARCH

THE COMMUNITY

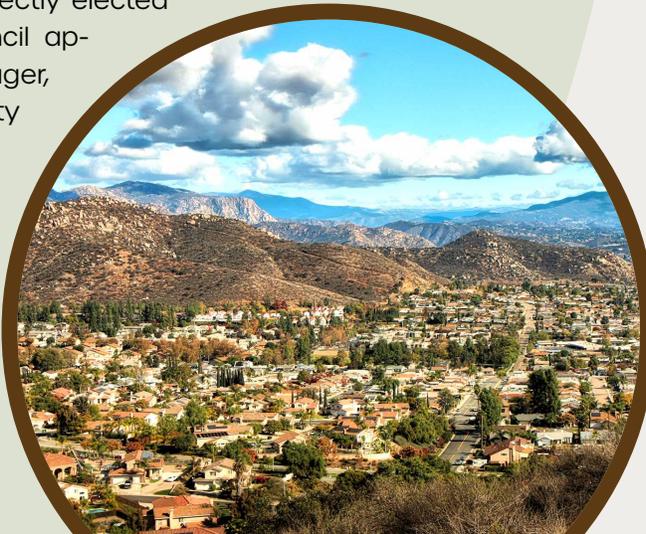
Surrounded on three sides by chaparral-covered hills, Santee, bisected by the San Diego River, offers a sunny climate, great schools, and small-town friendliness that makes for a wonderful place to live, work, and play. The City is located just twenty minutes from downtown San Diego and is a vibrant and flourishing suburban community that boasts one of the region's lowest crime rates. Residents know every treasure to be found along the ocean twenty-some minutes away, but also find plentiful adventure in their own backyard with year-round, uninhibited access to miles of trails for hiking, biking, and horseback riding. Santee offers the charm of small town living on any given day and provides a tight-knit sense of community.

Whether searching for an at-home chef's kitchen or an entrepreneur's startup launchpad, residents find new neighbors to be friendly, talented, and happy to help at every step. Santee continues to be the place for daylong shopping trips as much as it is the place to let children ride their bikes safely through the neighborhood until the streetlights turn on. It is the home of residents who bought their first house decades ago, as well as the home for newcomers who have discovered the amenities and unspoiled views that define the City today.

The City of Santee, incorporated in 1980, has evolved from a small, backcountry village, to becoming a diverse and multifaceted modern city. It strives to balance both reverence for the natural landscape and views growth through the lens of sustainability. Santee's history is filled with people who shared a vision of the community becoming truly special, and the City continues to welcome new residents and visitors alike. It also supports the businesses that serve and entertain people from across the region, with over 1 million visitors a year enjoying sports, boating, camping and year-round events. The City provides opportunities for a better life, along with the promise of something more.

THE ORGANIZATION

The City is a general law city with a Council-Manager form of government and a directly elected Mayor. The City Council appoints the City Manager, City Attorney, and City Clerk. In addition, the Mayor, with ratification from the City Council, appoints members of various City commissions and boards.



The Community Services Department performs a wide range of duties to enhance the City's quality of life, foster a sense of community, and keep City facilities in good shape. The Department is the home of the Parks and Recreation Division, which produces special events and manages recreational programs. It also includes the Public Services Division, which is responsible for maintaining the City's streets, storm drains, curbs, gutters, sidewalks, parks, landscape, and public buildings. Waste hauling and park concessions are also managed by the Department.

We invite you to learn more about the City at: www.CityofSanteeCA.gov

THE POSITION

Under general direction of the City Manager, the Director of Community Services develops, organizes, and implements all recreation and related programs and community projects. They will oversee the administration of a variety of contracts for services; manage the routine maintenance and minor repair of City streets, facilities, buildings, parks, landscape areas and flood conveyance systems; and manage the solid waste and recycling program. The Director of Community Services also manages the development of park grounds, monitors programs for compliance with community needs, and researches and identifies community and agency resources. Other responsibilities include:

- Overseeing the development, planning and execution of recreation, community, leisure and social service programs;
- Interfacing with private, not-for-profit, and public agencies in order

to achieve City wide participation in identifying and meeting the City's recreational, social, and cultural needs;

- Planning and preparing the annual department budget by integrating departmental goals and program plans;
- Conducting legislative analyses to determine impact on the City's programs;
- Preparing of concise and analytical reports;
- Reviewing, auditing, and evaluating Community Services contracts;
- Investigating the availability of grants and preparing applications for submission;
- Assisting in the production of print and digital social media;
- Coordinating student and volunteer training programs within City Hall;
- Participating in the design and construction of a new Community Center;
- Performing other related duties as required.

The Director of Community Services will oversee many new projects including a Community Center, new parks, and exciting events. The Director is also responsible for selecting, training, and supervising professional and clerical staff within the Community Services Department. The Director is expected to evaluate and lead the staff in alignment with the Department and City goals.

THE IDEAL CANDIDATE

The City of Santee is seeking an innovative, forward thinking, and politically astute Director of Community Services. The ideal candidate is creative with a focus on customer service, while also engaging in staff development within the Department. A friendly, collaborative, and approachable Director is sought. Someone entrepreneurial who can think outside of the box and creates a team-oriented environment will be successful.

The new Director is a personable leader who enjoys working with the public, community, and stakeholders. Excellent communication skills, both orally and in writing, and professionalism in making presentations is essential. The ideal candidate has knowledge of current effective philosophies and methods of planning, developing, and directing recreational, social, and cultural programs. They will



also have knowledge of grant development administration, park development, and contract development and administration.

The successful candidate has the ability to effectively address people of various social, cultural, economic, and educational backgrounds, and will develop cooperative and effective relationships with private and public community organizations and agencies interested or involved in departmental programs. Organizational skills and an understanding of departmental and program budgets are essential. The ideal candidate also has the ability to interface with City Council, committees, commissions, and staff, and can prepare concise and accurate reports. The new Director is ethical, acts with integrity and has the ability to perform their role effectively under fluctuating conditions.

Qualified candidates have the equivalent to a Bachelor's Degree in Public Administration, Social Science, Recreation, Physical Education or other related field and a minimum of five (5) years of recent, professional work experience including two (2) years as a supervisor or manager in the area of Public Administration or a related field. A Master's Degree in a related field is desirable.



COMPENSATION

The annual salary range for the Director of Community Services position will be dependent on experience and qualifications. The City also offers a generous benefits package including:

Health Benefits (medical/dental) – The City offers Cigna for medical insurance and PPO coverage through Met Life for dental. The City covers the full cost of medical and dental premiums for employee plus a portion of costs for eligible dependents.

Voluntary Benefits – Available at employee’s cost are a variety of voluntary benefits which include vision insurance, accident insurance, short term disability insurance, cancer insurance, term life insurance, and critical illness insurance.

Retirement Benefits – The City contracts with CalPERS.
Tier 1 (employees who became CalPERS members with the City prior to January 19, 2012),
Tier 2 (CalPERS or reciprocal agency member between January 19, 2012 and December 31, 2012),
Tier 3 (CalPERS members on or after January 1, 2013).

Following are the benefit factors for each tier:

- Tier 1 – 2.7% at 55
- Tier 2 – 2% at 55
- Tier 3 – 2% at 62

Leave Accrual –

- 0-9 years of service / 15 working days
- 9-14 years of service / 20 working days
- 14-19 years of service / 22 working days
- 19-24 years of service / 24 working days
- 24+ years of service / 25 working days

Administrative Leave – 64 hours/fiscal year

Vacation Conversion – up to 80 hours/fiscal year

Holidays – 11 scheduled holidays plus one floating holiday

Other benefits – auto allowance, health and dependent care, flex spending accounts, 457 Deferred Comp and Roth IRA plans available, employee assistance program, and tuition reimbursement up to \$2,500/fiscal year.



TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

www.bobmurrayassoc.com

**Filing Deadline:
February 6, 2022**

Following the filing deadline, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. Candidates will be advised of the status of the recruitment following finalists’ selection. Finalist interviews will be held with the City of Santee. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval.

If you have any questions, please do not hesitate to contact Valerie Phillips at:

(916) 784-9080

