

THE OPPORTUNITY

The Desert Recreation District (DRD) seeks a talented recreation leader to serve as the next Community Services Director in the largest recreation district in the State of California. DRD is committed to serving its many communities in an equitable fashion through delivery of high-quality recreational amenities and services.

THE DESERT RECREATION DISTRICT

The Desert Recreation District focuses on providing recreation throughout the Coachella Valley service area. The DRD was created in 1950 and is the largest recreation and park district in the state of California. Covering more than 1,800 square miles, DRD is responsible for over 43 recreational facilities throughout the Coachella Valley that include community and fitness centers, sports fields, swimming pools, a golf course and driving range, and various parks and open spaces.

The DRD serves more than 380,000 residents in the incorporated communities of Palm Desert, La Quinta, Indio, Indian Wells, Rancho Mirage and Coachella, and the unincorporated communities of Thousand Palms, Bermuda Dunes, Indio Hills, Mecca, Thermal, Oasis, Vista Santa Rosa, 100 Palms, and North Shore.

THE COMMUNITY SERVICES DEPARTMENT

The Community Services Department is the backbone of the Desert Recreation District, providing direct services to the community including: all programs, services, and activities; the planning, development, and maintenance of Districtwide recreation and leisure programs, services and activities, parks, community engagement, facility operations and reservations, and contract services. As such, the majority of the organization's staff and operating budget are dedicated to this department.

The department is staffed with 44 full-time positions and 75 FTE part-time positions and has an annual budget of \$9.8 million. Directly reporting to the Community Services Director are three Community Services Supervisors and a Marketing Manager.

THE POSITION

This is an at-will position, reporting to an Assistant General Manager. The Community Services Director has the responsibility to plan, direct, supervise and coordinate the activities of the Community Services Department. Key responsibilities of the Director include assuming full management responsibility for all Community Services Department programs, services, and activities, including the planning, development, and maintenance of Districtwide recreation and leisure programs, services and activities, parks, community engagement, facility operations and reservations, and contract services; continuously monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; overseeing and inspecting the work performed by consultants and contractors; assisting in the design and development of new facilities, programs, and services, and improvements to existing facilities, programs and services; and preparing, reviewing, and presenting staff reports, various management and information updates, and reports on special projects as assigned by the Assistant General Manager or General Manager.

The Desert Recreation District seeks a candidate who will be a hands-on working leader with a commitment to timely execution, accountability, and transparency; is progressive, proactive and

flexible; thrives in a position that requires great attention to detail; and has excellent organizational, communication and problem-solving skills.

QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Bachelor's degree from an accredited college or university with major coursework in recreation, business or public administration, or a related field.

Experience: Five years of increasingly responsible experience managing multiple recreation and community service programs and staff.

SALARY & BENEFITS

The Desert Recreation District provides a competitive compensation and benefits package. The salary for this role is **up to \$158,398**, with specific placement within the range dependent on qualifications and experience. Key elements of the District's benefits program include retirement with the District contributing 7.5% of salary toward a defined contribution retirement plan. In addition, employees may participate in deferred compensation with a matching contribution up to 2.5% of salary. Together, if an employee contributes 2.5% of salary, the District matches with a 10% contribution. **DRD does not participate in CalPERS.**

In addition, DRD contributes up to \$1,200 per month towards the medical, dental, and vision plans of full-time team members and their qualified dependents (choice of HMO, PPO, or EPO) and provides substantial paid leave annually; a District vehicle; and relocation expenses.

APPLICATION & SELECTION PROCESS

To be considered for this position, interested candidates must submit a cover letter and résumé online. Candidates are encouraged to **apply immediately**, as this recruitment will close once a sufficiently strong pool of stellar candidates has been established. Apply at:

<https://www.mosaicpublic.com/careers>

This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established.

Confidential inquiries are welcomed to:

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