



# RANCHO SIMI RECREATION AND PARK DISTRICT

## Career Opportunity

### District Manager



**The District:** Rancho Simi Recreation and Park District encompasses 113 square miles which is bound by the Ventura County line to the east and south, the City of Moorpark line to the west, and the Oak Ridge area of the Santa Susana Mountains to the North. More than 141,000 people reside within this area, which includes the city of Simi Valley population of 125,115, the community of Oak Park population of 13,730, and various unincorporated areas within Ventura County with a population of 2,801. The climate in the County is pleasant and is a great area to live and work. The Park District's headquarters are located in the City of Simi Valley. The District is held in high regard within the communities it serves. Rancho Simi employs 94 full-time and approximately 300 part-time staff members; is financially stable with a balanced operating budget of \$28 million and a capital budget of \$34 million.

**Position:** The District Manager is appointed and supervised by the Board of Directors and serves on an at-will basis. The position is responsible for providing the overall leadership and management of the day-to-day operations of the District. The District employs 94 full-time employees and hundreds of part-time staff within three departments: Administration, Planning and Maintenance, and Recreation. The annual operating budget of the District is about \$28 million.

**Candidate:** The diverse nature of the District provides great opportunities for those who enjoy multi-tasking and being hands-on. In order to effectively manage the various aspects of the District's business the ideal candidate will have a well-developed foundation in local government, applicants welcome to highlight multisector expertise. Equivalent non-profit experience will be considered. Candidate will possess a high level of integrity, honesty, ethics and transparency. The Board is seeking a candidate who has the leadership skill to inspire support of the Board's vision and the management skill to promote a cohesive team atmosphere while ensuring that accountability is maintained.

## **Qualifications:**

**Education:** Requires a Bachelor's Degree from an accredited college or university. A Master's Degree is preferred.

**Experience:** 5 years of high-level professional experience, 3 years of which should be in the public sector at a management level with considerable Admin. Responsibilities sufficient to show working familiarity with the Brown Act and other laws under which public agencies operate.

- Skilled hands-on leader who models and encourages open communication, trust, and confidence with the Board, staff and community.
- Proven track record of sound financial, admin., and personnel management.
- High energy person adept at balancing competing priorities while maintaining disciplined focus for the desired outcomes.
- Ability to lead team to efficient completion of capital improvement Projects.
- Skilled facilitator and consensus builder, able to emphasize the importance of quality staff work that results in thoroughly vetted options and recommendations.
- Educator that enjoys mentoring staff while striving to enhance organizational and individual capacity.
- Being politically astute while working apolitically.
- Respecting Board decisions and not showing reticence to bring potential issues to the Board's attention.
- Having a desire to become a visible and collaborative leader in the community.

## **Salary & Benefits:**

**Salary:** \$212,040-\$265,050/annually

- Retirement: Employees when eligible, shall be enrolled in the "2% @ 62" benefit formula based upon an average of the three highest years of compensation. PERS classic members may be enrolled in a different plan.
- Health Insurance: The District offers employees and their eligible dependents health insurance through the CalPERS health insurance program. The District contributes up to \$438.42 per month toward the employee's CalPERS health insurance premiums.
- Flexible Payment Plan: The District provides a Flexible Benefit Payment of \$1,280 per month.
- Dental: Employees may elect to participate in a group dental insurance plan with the District paid premium at the HMO rate with a cap of \$60 per month.
- Vision: The District Vision Care Reimbursement Plan covers an eligible employee and each eligible dependent's incurred expenses up to a maximum of \$375 each, per calendar year.
- Life Insurance: The District provides a life insurance policy of \$20,000 through Anthem Blue Cross.
- Annual Leave: Employees accrue annual leave based upon years of service at the end of each calendar month.
- Holidays: The District provides 12 paid fixed holidays and 2 paid floating holidays each year.

For complete details on benefits provided for this position, please visit; [https://www.rsrpd.org/about\\_us/wages\\_and\\_benefits.php](https://www.rsrpd.org/about_us/wages_and_benefits.php)

## **Mission Statement**

*Rancho Simi Recreation and Park District is committed to providing safe parks, promoting physical and mental health through recreational activities and amenities, and preserving open space, trails and community history.*



## **Application and Recruitment Process**

**Applications will be accepted until Friday, April 24, 2026 @ 5:00pm.** Apply online to include a cover letter, resume, and application at [www.rsrpd.org](http://www.rsrpd.org).

**Selection Process:** Candidates who possess the best combination of qualifications will be invited to interview in closed session with Board of Directors; an interview is not guaranteed.

**Reasonable Accommodation:** In compliance with the Americans with Disabilities Act, if you need special assistance in the selection process, please notify the Human Resources Division, in writing.

**Rancho Simi Recreation and Park  
District**

**4201 Guardian St.  
Simi Valley, CA 93063**

[www.rsrpd.org](http://www.rsrpd.org)

**Questions? Contact Theresa Pennington  
via e-mail at [Theresa@rsrpd.us](mailto:Theresa@rsrpd.us) or call  
805-584-4417.**



## JOB DESCRIPTION DISTRICT MANAGER

### THE POSITION

The District Manager is appointed and supervised by the Board of Directors and serves on an at-will basis. The position is responsible for providing the overall leadership and management of the day-to-day operations of the District. The District employs 94 full-time employees and hundreds of part-time staff within three departments: Administration, Planning and Maintenance, and Recreation. The annual operating budget of the District is about \$28 million.

The District provides parks and recreation activities to a resident population of 147,000. Its boundary encompasses 113 square miles in Ventura County and includes the City of Simi Valley and the community of Oak Park. Facilities vary in size and function and include over 6,000 acres of open space, fifty parks (including two museums, two golf courses, a 50 meter pool, athletic fields, two dog parks, and more), and 13 after school clubs. Special events and hundreds of recreation activities are offered throughout the year to residents of all ages and interests.

### EXAMPLE OF DUTIES

The essential functions of the job include, but are not limited to:

- Ensuring compliance with District Policies and procedures and all applicable laws;
- Managing all financial aspects of the District, including budgeting and purchasing, and all aspects of human resources and personnel administration;
- Supervising Department Heads and Community Outreach Officer;
- Ensuring the District's delivery of safe and enjoyable community recreation opportunities, and safe, clean and well-maintained facilities;
- Ascertaining unmet community needs and assisting the Board in the development of goals and priorities;
- Participating on matters of state, regional and local importance to the District, including involvement with professional groups, organizations and legislation;
- Acting as the District's liaison with the City, local school districts, County of Ventura, and other agencies as necessary;
- Advocating for the District, the park and recreation field, and the special district community as appropriate;
- Conferring with the District's legal counsel on legal matters;
- Initiating necessary policies, practices, and procedures and presenting them to the Board;
- Developing agendas for Board of Directors' meetings, workshops and Board committee meetings, and responding to Board requests and assignments;
- Ensuring that the District complies with the Ralph M. Brown Act on all matters concerning its legislative body;
- Engaging in effective communication with community stake holders;

The position performs other related work as required.

### EMPLOYMENT STANDARDS

The diverse nature of the District provides great opportunities for those who enjoy multi-tasking and being hands-on. In order to effectively manage the various aspects of the District's business the ideal candidate will have a well-developed foundation in local government and will possess a high level of integrity, honesty, ethics and transparency. The Board is seeking a candidate who has the leadership skill to inspire support of the Board's vision and the management skill to promote a cohesive team atmosphere while ensuring that accountability is maintained. This position additionally requires:

- Skilled hands-on leader who models and encourages open communication, trust and confidence with the Board, staff and the community;
- Proven track record of sound financial, administrative, and personnel management;
- High energy person adept at balancing competing priorities while maintaining disciplined focus for the desired outcomes;
- Ability to lead team to efficient completion of capital improvement projects;
- Skilled facilitator and consensus builder, able to emphasize the importance of quality staff work that results in thoroughly vetted options and recommendations;
- Educator that enjoys mentoring staff while striving to enhance organizational and individual capacity;
- Being responsive, approachable, and having a healthy sense of humor;
- Working positively and effectively with labor groups and promoting general morale in the organization;
- Being politically astute while working apolitically;
- Respecting Board decisions and not showing reticence to bring potential issues to the Board's attention;
- Having a desire to become a visible and collaborative leader in the community;
- Communicating effectively, having strong interpersonal skills and the ability to work collegially;
- Participating meaningfully in related regional and statewide matters with a diplomatic demeanor;
- Graduation with a Bachelor's Degree from a college or university in public administration, business administration, recreation, park management or related field (Master's degree preferred);
- Minimum of five years of high-level professional experience, three years of which should be in the public sector (preferably a special district) at a management level with considerable administrative responsibilities sufficient to show working familiarity with the Ralph M. Brown Act and other laws under which public agencies operate;
- Valid California drivers license with good driving record;
- Microsoft Office Suite proficient.

## PHYSICAL REQUIREMENTS

It is expected that this position will be sitting 70% of the time or more and require the regular climbing of stairs; occasional bending, kneeling, squatting, reaching overhead, stretching, working on rough or uneven terrain. Position requires the operation of computer, printer, and District vehicle.