

PARKS AND RECREATION SUPERINTENDENT

Division Head - Programming



About Fairfield

The City of Fairfield is a diverse and growing city located midway between San Francisco and Sacramento. Fairfield combines a prime commercial real estate location, room for growing businesses, and a large and talented workforce. Its central location, desirable water quality, extensive transportation networks, reasonably-priced properties, and proximity to Northern California's world-famous destinations make Fairfield a prime location for both residents and businesses. A full range of housing options are available in Fairfield. The average cost of housing is 40% below the Bay Area average. Quality developer-built homes are available in the \$450,000 to \$1million range, and custom-built homes are in the \$750,000 to over \$1 million range.



About the Parks & Recreation Department

The Department

The Parks and Recreation Department provides a variety of comprehensive and diverse programs, activities, and services, which encompass youth through senior citizen. These are offered through contract service providers and 25 full-time and upward to 200 seasonal/part-time department staff members. The team is comprised of individuals committed to positively impact the Fairfield community through a dedication of service and the desire to make a difference in the lives of our residents - each bring a personalized set of skill, talent, and enthusiasm that enhances and strengthens our team and our participants' experience!

The department is structured into 3 core divisions: programming, operations and administration.

The Programming Division

The core functions under the Programming Division include aquatics, youth and adult sports, out of school programs, summer camps, senior services, special activities and events, and support of the Youth Commission. Programming and services are provided through the Adult Recreation Center, Community Center, two Neighborhood Centers, Aquatic and Sport Centers located at Allan Witt Park, various park and open spaces, and on multiple school campuses.

Challenges And Opportunities

One of the main on-going challenges has been with recruiting and retaining staff members which are key to our success in providing these services. Due to staff shortage, we have reduced and eliminated core programs. We strive to provide a work environment conducive to personal and professional growth and development. We pledge to provide support and build positive working relationships to help our staff succeed in becoming a productive, effective, and satisfied member of the Parks and Recreation team. Currently the Director is working with Human Resources to review and streamline job classifications serving primarily in the program division area.

Another key challenge under the programming division relates to the legislative initiative to provide extended learning opportunities through School Districts (ELOP). These efforts, while supported by the city, impact our current fee based after school programs, as well as places limitations on operating space on school campuses where we offer our ASES grant funded programming.

The city is progressively bridging a structural deficit. Over the last two fiscal years, reductions to staffing and services have assisted with narrowing the gap between expense and revenue. A cost and fee analysis of department services will commence this

fiscal year and recommendations for fee structure and cost recovery will formally be presented to City Council for consideration, direction and implementation.

In 2023 the city launched its first Parks, Recreation, and Open Space Master Plan initiative which is slated to be adopted by City Council by the end of November 2024. The Department leadership team will begin formulating a multi-year implementation plan to address key findings specific to recreation opportunities.

The incoming Superintendent will be an integral part of creating strategies to address these challenges. With challenges, comes opportunity! The incoming Superintendent will have the opportunity to bring creative, innovative and proactive changes to how we operate and deliver services to our community. The Superintendent will work with the Director on the restructuring of the division operation and staffing model and contribute to an overall department restructure comprehensive 5-year plan.

The Role

The Parks and Recreation Superintendent will plan, develop, organize and direct the operations of the recreational programs, services and facilities for the city and coordinate assigned activities with other departments and outside agencies. The Superintendent will also proactively supervise, coach, and develop subordinate team members – setting work plans and expectations. The Superintendent will also provide highly responsible and complex administrative duties and support to the Director to foster a strong department culture.

The Ideal Candidate

The City of Fairfield strives to implement positive change, provide creative solutions and identify innovative approaches to better serve the community. Fairfield's Parks and Recreation Department is looking for a candidate who is confident in their ability to lead teams and will be proactive with implementing policy, procedures, and standards to improve the level of service to the community. The successful candidate will be a collaborative, adaptable and open-minded individual who is committed to excellence and seeks to cultivate relationships in the community. The individual would have a heart for public servanthood and a strong desire to make a difference, within the department, and in the community.

Key Traits

Innovative: The Superintendent should bring a creative approach to facing challenges, a forward thinking ability, and be a strategist to balance the needs of the community and staff within financial constraints.








Public Servant-Minded: The Superintendent is someone who has a heart for serving – enjoys public engagement and contributing to the betterment of staff and the community. The Superintendent leadership is inspired to be actively involved with a true passion for making a difference.

A Change Agent: The Superintendent should have the ability to identify ways to increase the efficiency of the department's operations and take the initiative in making changes. They should be open-minded and have a passion for developing staff and influencing positive change.



Compensation and Benefits:

The annual salary for the Parks & Recreation Superintendent is **\$136,593.60 - \$166,025.60**. Placement within this range is dependent on experience and qualifications. This classification is represented by Fairfield General Management Association (“FGMA”) and offers an excellent benefits package. A sampling of these benefits is listed below. A full explanation of employee benefits is available [here](#).

	<p>Retirement: 2.5% at 55 retirement formula for Classic CalPERS members; 2.0% at 62 for new CalPERS members brought into membership on/after 1/1/2013.</p>		<p>Sick Leave: The annual accrual is 12 days. Employees are eligible to use sick leave as it is accrued. There is no limit on the amount of accumulated sick leave. The City provides generous contributions toward medical, dental and vision plans. Employees providing proof of other coverage may drop health/dental coverage and receive up to \$518/month as taxable income.</p>										
	<p>Personal Leave: 144.86 hours annually; 100% of personal leave accrued is available for cash out on an annual basis.</p>												
	<p>Vacation Leave: Eligible to use after 6 months of employment. Accruals increase with years of service as follows:</p> <table border="1" data-bbox="267 934 787 1144"> <thead> <tr> <th>Years of Service Annual</th> <th>Accrual Rate</th> </tr> </thead> <tbody> <tr> <td>Date of hire through 3 years</td> <td>10 days</td> </tr> <tr> <td>Beginning of 4 through 10 years</td> <td>15 days</td> </tr> <tr> <td>Beginning of 11 through 15 years</td> <td>20 days</td> </tr> <tr> <td>Beginning of 16 and over</td> <td>25 days</td> </tr> </tbody> </table> <p>Vacation leave may be accrued to a maximum of 2.0 times the employee’s current annual accrual rate.</p>	Years of Service Annual	Accrual Rate	Date of hire through 3 years	10 days	Beginning of 4 through 10 years	15 days	Beginning of 11 through 15 years	20 days	Beginning of 16 and over	25 days		<p>Life Insurance: City pays in full an amount equal to 1.5 times the annual salary rounded to the next \$1,000 for a Life and Accidental Death/ Dismemberment insurance policy to a maximum of \$150,000. Additional life insurance may be purchased by the employee.</p>
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	<p>Holidays: The City observes 14 holidays.</p>		<p>Deferred Compensation Plans:</p> <ul style="list-style-type: none"> • 401(a): Eligible date of hire. City contribution is 10.40% and the employee mandatory contribution is 4.10%. • 457: Eligible date of hire. No City contribution; employee contribution is optional. 										

How To Apply

Interested parties must submit an [online application](#) by 5:00 p.m. on 11/12/2024.

If you feel you will need a reasonable accommodation for any portion of the testing/interview process, please contact Human Resources at (707) 428-7394 at least 1 week prior to the application deadline or examination date.

The City of Fairfield is an equal opportunity employer and is committed to creating a work environment in which all individuals are treated with respect and professionalism.

