



Hayward Japanese Gardens

Administrative Services Director

The Hayward Area Recreation and Park District seeks a dynamic, multi-talented and dedicated public servant to serve as its new Administrative Services District. The compensation range is \$199,297.44 to \$242,247.36.



About the District

The Hayward Area Recreation and Park District, known locally as "H.A.R.D.," is an independent special use district created to provide park and recreation services for over 309,000 residents. Our boundaries encompass a 100 square-mile area, which includes the City of Hayward and the unincorporated communities of Castro Valley, San Lorenzo, Ashland, Cherryland, and Fairview. It also encompasses four school districts and various health clinics.

In 1944, representatives of the City of Hayward, various school districts, and local civic organizations developed a proposal for the establishment of the Hayward Area Recreation and Parkway District. When an initiative was placed on the November 7th ballot, the residents voted overwhelmingly for the creation of the District, which was officially formed on December 11, 1944. In 1958, the District changed its name to the Hayward Area Recreation and Park District and has become the largest recreation district in the State of California.

Since its creation, the District has provided residents with many beautiful facilities and parks, many of which have received national and state recognition for their design, innovation, and beauty, as well as hundreds of educational and recreational classes and programs.

Further, we are a District that truly values its staff. We have worked hard to create a vibrant, positive and enduring culture. One example of this is our highly competitive benefits package.

Mission

H.A.R.D.'s mission is to enrich the quality of life for all community members by providing a wide range of recreational activities, parks, and facilities that meet the diverse needs and interests of the entire community and promote health, well-being, learning, and fun.



District Governance

H.A.R.D. is governed by an elected five-member Board of Directors and holds monthly Board Meetings on the first and third Mondays of each month. The District operates under the Board/Manager form of government. The General Manager is appointed by the Board and is responsible for carrying out the Board's policy directions. For more information, check out our [Board of Directors](#) page.

Our Vision

We deliver exceptional park and recreation services and facilities to all the people and communities we serve by:

- Maintaining safe, clean, and green parks and facilities.
- Providing extensive programs and facilities that meet the diverse needs and interests of all the people and communities in our service area.
- Engaging, listening, and communicating effectively with all of our residents.
- Collaborating with all of our partners for mutual benefit.
- Providing a great place to work and supporting a talented and motivated staff.
- Enhancing environmental sustainability, justice, equity, diversity, and inclusion.
- Maintaining stable funding to meet our goals.

Administrative Services Department

The Administrative Services Department is made up of the following divisions Finance and Accounting, Information and Technology, and Human Resources.

Finance and Accounting Division

The Finance and Accounting Division provides fiscal management for the entire District. This includes working on the budget, everyday accounting like paying bills or receiving revenue, preparing various accounting reports, and providing technical accounting support for all financial activities. Having an expert team in this division helps ensure that the District meets the goal of responsible stewardship of public financial resources.

Information Technology Division

The Information Technology Division provides information technology for the entire District. This includes computer systems and user support, telecommunications for the telephone systems and maintaining various other District systems and radio communication. Our IT department is in great shape. It is just coming off of a \$2.5 million spend.

Human Resources

The Human Resources function at the District manages employee recruitment, hiring, and onboarding processes to ensure the District attracts and retains qualified staff. It also oversees employee benefits, compensation, and professional development programs to support workforce well-being and growth. Additionally, HR handles all compliance with employment laws, and workplace policies to maintain a fair and productive work environment.

Values

- **Diversity:** Programs and facilities in our district reflect the varied needs and interests of the residents we serve.
- **Serving:** Provide prompt, high-quality, transparent service because every customer and community deserves to be well-served.
- **Sustaining:** Our decisions and actions support environmental and financial sustainability.
- **Collaborating:** Enter into partnership relationships with people and organizations to benefit the involved parties and the community.
- **Listening:** We listen to and respond to the diverse needs of the people we serve.
- **Staff:** Recognizing their importance to accomplishing our mission, we invest in and support staff and provide an excellent workplace.

About the Position

The new Administrative Services Director will direct, plan, organize and administer the activities and operations of the Administrative Services Department. The Department is comprised of the Finance/Accounting Division including management of investments, budget, payroll, accounts payable/receivable, auditing; the Information Technology Division; and the Human Resources function. The incumbent will coordinate department activities with other District departments and outside agencies and provide highly responsible and complex administrative assistance to the General Manager.

This is an Executive Department Head classification with full responsibility for the management of multiple divisions within the District. The role reports to the General Manager and receives administrative direction in terms of goals and outcomes. The administrative service director is the second highest staff member in the organization, behind the General Manager.

Selected Duties

Duties include, but are not limited to, the following:

- Develop, plan and implement department goals, objectives and processes; develop policies for consideration by the General Manager and Board and implement as approved.

- Plan and direct the activities of the Administrative Services Department; coordinate with other departments and outside agencies.
- Provide administrative assistance to the General Manager; prepare and present reports to the District Board of Directors and various committees and agencies regarding fiscal and budget practices, investments, financial reports, policies, and procedures.
- May serve as acting General Manager if required.
- Direct and manage the District's IT Division.
- Oversee Districtwide procurements, purchasing and contract administration.
- Serve as budget manager and financial advisor overseeing financial forecasting, investment management, and related financial activities.
- Serve as Finance Director to perform statutory duties as stated in the California Government Code and/or the District's codes and policies.
- Prepare and coordinate Districtwide operating and capital improvement budgets.

For a complete list of duties, knowledge and abilities required by this role, click [here](#).

The Ideal Candidate

The ideal candidate will have human resources, finance, and information technology management experience. Experience with implementing ERP systems would be helpful. We need a genuine, lighthearted person who enjoys talking with the staff regularly. While maintaining great morale, we need a professional administrator. A person who has stellar verbal and written communication is a must. This individual will be interacting with elected officials both in informal and formal settings. We want a true manager, not just a "fixer." We need someone who has a proven track record of bringing teams together with respect, honesty and tact. Coaching and mentoring skills are important.





Minimum Qualifications

Any combination equivalent to education and experience is likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited college or university with a bachelor's degree in finance, public or business administration or a related field. A Master's degree is desirable, but not required.

Experience: Six years of professional and responsible experience in municipal finance management or municipal administration, including at least five years in a supervisory capacity.

Licenses: Certificates; Special Requirements: CPA is desirable, but not required. Possession of a valid California Class C drivers' license, and Certificate of Automobile Insurance for Personal Liability. Must be at least 18 years of age at time of hire.

Compensation and Benefits

The annual salary range for this position is \$199,297.44 to \$242,247.36. Actual salary will be dependent upon experience and qualifications. In addition, H.A.R.D. offers an attractive benefits package that includes:

- CalPERS 2% at 62 for new CalPERS employees hired after January 1, 2013; 2% at 60 for classic members.
- Choice of two health plans for employees and their dependents. The District pays the full family-level premium for the Kaiser rate. The medical plans offered to employees is United Healthcare HMO or Kaiser Permanente HMO.
- Comprehensive dental plan for employees and their dependents that is paid for by the District.
- Vision insurance paid for by the District.
- Up to 28 paid days off per year for all new hires. This is made up of: 10 working days paid vacation annually; 12 paid holidays and 3 paid floating holidays annually; Winter holiday—paid time off between Christmas Day and New Year's Day.
- 40 hours of Paid Administrative Leave for Exempt Employees. May accrue an additional 40 hours per year for a total of 80 hours per year.

- Sick leave – 8 hours per month.
- Life and AD&D Insurance (\$75,000) paid for by the District.
- Long Term Disability Insurance paid for by the District.
- Flexible Spending Accounts (FSA): Dependent Care and Health FSA.
- Employee Assistance Program.
- Post-employment healthcare plan contribution of 3% of base salary paid by District.
- Social Security retirement benefit.
- 457 Deferred Compensation Plan.
- Tuition Reimbursement Program up to \$6,000 per Fiscal Year.

Application Process

The final filing date is March 21st, 2025. To be considered, please submit a resume, cover letter and five work-related references (who will *not* be contacted in the early stages of the recruitment) to: <https://koffassociates.com/hard-admin-services-dir/>. Resumes should reflect years *and* months of positions held as well as size of past organization(s).

For additional information please contact:



Chelsea Freeman, Recruiting Supervisor
510.570.3844

chelsea_freeman@ajg.com + www.koffassociates.com

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the District. The District will then select candidates to participate in panel interviews. Extensive reference and background checks will be completed on the selected candidate.

The Hayward Area Recreation and Park District is an Equal opportunity Employer. In compliance with the Americans with Disabilities Act, the Hayward Area Recreation and Park District will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Human Resources Department.

