

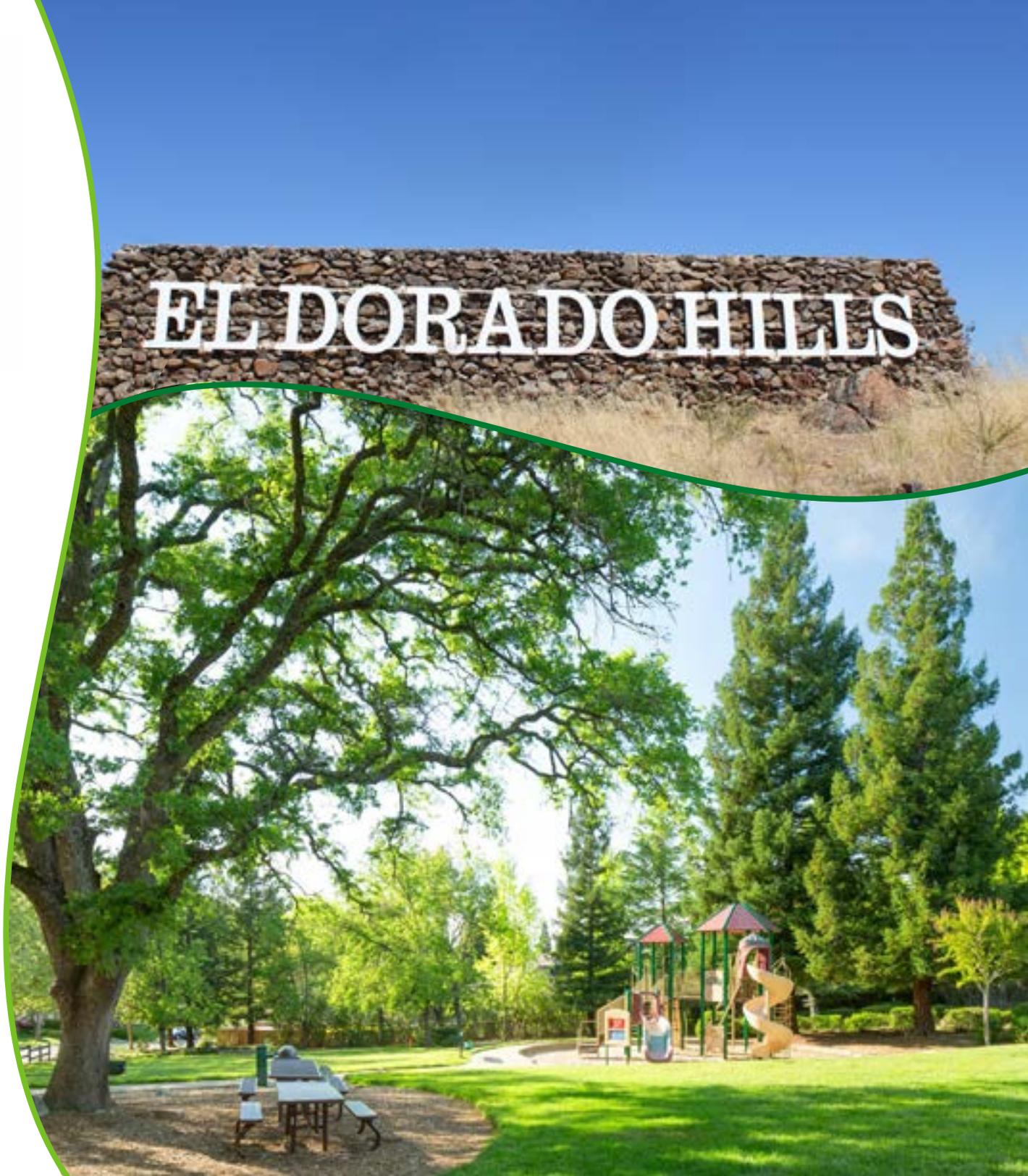


THE HEART OF  
**EL DORADO HILLS**  
A COMMUNITY SERVICES DISTRICT

*invites your interest in the position of*

**DIRECTOR**  
**OF**  
**PARKS**  
**AND**  
**RECREATION**

Recruitment Services Provided by  
**Ralph Andersen & Associates**



# Outstanding Career Opportunity



*A national search effort is underway to attract top candidates to consider joining the award winning El Dorado Hills Community Services District. Located in the rolling foothills of Northern California, the District is recognized as the premier park, recreation, and local community services organization with a passion for providing excellent services and facilities.*

*The Director of Parks and Recreation will plan, manage, and direct the operations and services including oversight of facilities, neighborhood parks, athletic fields, parks administration, youth and adult sports, youth development, senior center, aquatics, special interest classes, and related program areas. Additionally, the Director has administrative responsibility for twenty-six (26) Lighting and Landscape Districts and will also be involved in various aspects of capital projects.*



# The Region

El Dorado Hills is an unincorporated location in El Dorado County, California, 22 miles east of the state capital of Sacramento. Importantly, with proximity to Sacramento, El Dorado Hills is strategically located between the Pacific Ocean (San Francisco) to the west and the Sierra Nevada Mountains (Lake Tahoe) further to the east. The major east-west highway running through El Dorado Hills is US 50. The portion of El Dorado Hills north of US 50 is mainly residential. The portion south of US 50 includes the 885-acre El Dorado Hills Business Park and the Town Center Commercial area as well as additional housing.

Today, the population of the El Dorado Hills suburb is approximately 45,000 with residents and businesses, for the most part, more closely aligned with this region than the greater Sacramento metropolitan area. Nearby communities include the City of Folsom, unincorporated areas of Cameron Park, Diamond Springs, and Shingle Springs. The City of Placerville serves as the county seat of El Dorado County and has an exciting history dating back to the discovery of gold at Sutter's Mill in nearby Coloma in 1848. The region east of Placerville, popularly known as Apple Hill and Pleasant Valley, is also becoming known for wine production. Not yet outpacing nearby Napa, Sonoma, and Sonoma County wineries, this area in El Dorado Hills is attracting more attention as an expanding local industry.

This ideal location in El Dorado County also provides exciting opportunities for expanded recreation and outdoor activities within a short driving distance. This enriches the active lifestyle throughout the various seasons in Northern California. Recreational opportunities beyond the District's boundaries and only a short drive away include hiking, biking, water-skiing, boating, fishing, golfing, and exceptional winter activities, such as snow-skiing and snowmobiling. The greater metropolitan area of Sacramento offers arts and culture opportunities as well as professional sporting events. Within a short drive is Napa County (90 minutes) for wine enthusiasts beyond the expanding wine industry in El Dorado County, Placer, and Sonoma counties. It goes without saying that those living in El Dorado County are well positioned to enjoy all the assets that Northern California has to offer.

This picturesque suburban region is nestled among rolling hills and oak trees and offers varied housing options. Over the recent years, El Dorado County has continued to see tremendous growth in population with a general upswing on overall cost of living. Homes and rental options in the broader areas are still reasonable compared to many other parts of California. Other housing choices exist within local golf communities. Expanding further out, home options include the potential of acreage and property options.

Primary, secondary, and high schools in the nearby and surrounding areas have strong academic and athletic programs. The immediate area also includes access to private schools. Also, Folsom Lake College and four-year university programs are located within the greater metropolitan area.



# “Your Place to Play”



## Overview of an Award-winning District

The El Dorado Hills Community Services District was formed on May 21, 1962 as an independent special district. The District serves a large, densely developed suburban population located east of the Sacramento County Line and Mostly north of Highway 50. The EDHCSD Boundary encompasses approximately 28 square miles (18,028 square acres) and the District serves the most populated community in El Dorado County.

In addition to parks and recreation, the District provides waste/refuse collection, telecommunications (both done through franchise agreements) and performs CC&R enforcement. The District owns and manages approximately 535 acres of land including 254 acres of parks and 281 acres of open space.

The District has a total of 35 full-time employees throughout the organization with 27 assigned to the Park and Recreation Department. Part-time employees expand from 25 to more than 70 seasonal employees during peak season, most supporting the Park and Recreation Department.

The current annual operating budget for the District exceeds \$8 million.

For more information about El Dorado Hills Community Services District, visit the District's website at [www.eldoradohillscsd.org](http://www.eldoradohillscsd.org) or the District's YouTube Channel ([click here to access](#)).

# Awards / Recognition and Accomplishments for EDHCSD



## Awards:

- 2014 to 2020 District Transparency Certificate of Excellence – Awarded for multiple years by the Special District Leadership Foundation
- 2019 Exceptional Public Outreach and Engagement – Awarded by California Special District Association (CSDA) in the large special district category
- Winner (5 times in a row!) for Aquatics Lifeguard Contest – Awarded in years 2015 to 2019 by Northern California Aquatic Management Association Lifeguard Palooza.

## Recognition:

- Recognized by Comstock's Magazine in November, 2020 as a progressive and innovative local agency ([click here to access](#)).

## Accomplishments:

- Sustainability policy and projects including 450+ kwh solar parking, thermal, and LED lighting upgrade
- Fully funded asset replacement program
- Carson Creek Heritage Village Park
- Park development program which currently includes:
  - 4.5 acre village park in final construction
  - Village park in pre-construction
  - Village trailhead and park in final construction design
  - 200+ acre Bass Lake Park in concept and environmental review
  - 55+ acre Community Park under terms of acquisition and land use review



# Mission Vision and Core Values

## *Vision Statement*

We will be recognized as the premier park, recreation, and local community services organization with a passion for providing excellent services and facilities and protecting the quality of life and environment of the community.

## *Mission Statement*

“Enhance the quality of life for El Dorado Hills Residents through innovative, responsible leadership and by providing superior services and facilities.”

## *Our Core Beliefs and Values*

We have a set of timeless, enduring beliefs that are ingrained in the way we think and act. These values guide our choices, defining for us the right courses of action, the clearest directions, and the preferred responses. Consistent with these values we set our objectives, formulate our strategies, and judge our results. By embracing these values we will achieve our ultimate vision and core purpose.

### **1. Our foundation is based on uncompromising Integrity**

We are committed to conduct our business in an ethical and professional manner, in compliance with applicable laws regulations and codes; so we are correctly perceived to be an ethical and professional organization of dedicated and competent individuals of the highest integrity and credibility, producing quality, value added services that contribute significantly to the needs of our customers and community.

### **2. We are dedicated to Excellence**

We are committed to strive to be the Community Services District of choice by:

- Continuously improving as we pursue Excellence in every aspect of our business
- Being fiducially responsible and efficient in the use of the resources entrusted to us
- Eliminating waste and bureaucracy
- Understanding that our customers define quality
- Being dedicated to consistently exceeding our customer’s expectations

- Continually striving to provide the very best in service and value
- Taking individual and organizational ownership and responsibility for actions and their results
- Embracing the value of change

### **3. We are dedicated to Customer Service**

Exceeding our customer’s expectations in quality, service and value is vital to the success of the Community Services District.

We are committed to exceeding our customer’s expectations and to maintain their trust and loyalty by:

- Being ethical and professional in all our dealings with our customers
- Being a responsive, effective and cost efficient organization that supplies value added quality services that exceed our customer’s expectations
- Striving to continually understand and meet the changing expectations of our customers through teamwork, empowerment and innovation.
- Recognizing the value of sustainability

## Mission Vision and Core Values *continued*

### 4. Our strength is in our People

The collective talents of our employees comprise our most important asset.

We are committed to providing an organization and operating environment that attracts, nurtures, stimulates, and rewards employee professionalism and creativity. Our success will be achieved only through Inspired People operating in an environment that promotes:

- Integrity and Excellence
- Mutual trust, respect and dignity
- Openness, sharing and honesty
- Empowerment and teamwork
- Passion and commitment
- Innovation and risk taking
- The recognition and sharing of accomplishments of success and rewards of achievement
- The value of diversity

### 5. We recognize the value of Sustainability

Preservation of our natural resources and park infrastructure is of the highest importance.

We are committed to providing policy and operational procedures that protect the environment and encourage employees and community to be informed, sensitive and passionate about protecting our natural resources.

- Understanding our natural system
- Stewardship of the built and natural system
- Maintaining versatile resources
- Flexibility to address changing technology and demographics
- Preservation of legacy for future generations



# The Ideal Candidate

The successful candidate for the position of Director of Parks and Recreation will be an experienced professional with outstanding judgment, management skills, and integrity. The ideal candidate will also be organized, energetic, self-confident, and have an open, approachable personal style. The position requires someone who is personally engaging, approachable, politically astute and has a comfort with and desire for interacting with elected officials, local and regional government entities, business leaders, residents, and diverse stakeholders. Importantly, the Director will also be strategic and forward-thinking with strong knowledge of current trends in the park and recreation profession and adaptable to deal with current issues. This high achiever will also have a strong commitment and track record of working collaboratively with others and being able to support the General Manager by effectively carrying out the duties and responsibilities with a positive and energetic personal style.

This top candidate will also be an individual that builds consensus, respect, and trust among staff and the public at all levels. Additionally, this individual will be actively involved in representing the District at events and related community-based functions.

Additionally, the following personal attributes and skills are required for the successful candidate to have/be:

- Ability to quickly grasp the value and service standards of EDHCSD;
- Proven management and leadership skills;
- Ability to “lean in” and fit within the existing culture;
- Proactive, innovative, and forward-thinking;
- A “can-do” attitude;
- Skilled at working in a high-touch community with equally high expectations;
- Effective communication skills with an open and accessible communication style;
- Enthusiastic with the ability to provide strong leadership and a collaborative team environment;
- Creative and visionary;
- Problem solver and decision-maker; and
- Ability to hold people accountable and take responsibility for leading key segments of the District.

# Overview of the Director's Responsibilities

The Director of Parks and Recreation is an exempt at-will position and serves at the pleasure of the General Manager. This position is supported by an at-will multi-year employment contract agreement.

The Director is a member of the District's Management Team and receives administrative direction from the Assistant General Manager and/or General Manager. Important to note, the position of AGM is not currently allocated in the budget but will be added in the future, resulting in enhanced upward mobility within the organization as the District continues to grow.

The Director of Parks and Recreation is responsible for the development, maintenance, and safe operation of all functions related to all Parks and Recreation including originating, carrying out, reviewing, interpreting, and coordinating functions and policies related to the full range of activities including maintenance, operation and renovation, and the design, development, and oversight of new parks, facilities, and recreational programs. In this senior management role, the Director also represents the District on matters before public and private groups as well as individuals. Additionally, the Director serves as liaison to other governmental agencies on a local and statewide basis. Grant administration, compliance, and application is under the direction of this executive manager. Oversight of consultant services, in terms of project scope, deliverables, and related fiscal aspects are also the responsibilities of the Director.

Departmental planning and operations are coordinated with the activities of other District departments and are developed within the framework of District policies and the District's [Strategic Plan](#). The Director of Parks and Recreation has primary responsibility for dealing with difficult matters involving assigned departmental programs, including interpretation of related codes, ordinances, and regulations and for ensuring compliance with local, state, and federal law. This position requires a demonstrated ability to work successfully with citizens, planning groups, neighborhood associations, board level committees and other organizations and individuals.

*The Director may also be assigned to work directly with the Promise Foundation, the non-profit philanthropic organization that supports the efforts of the organization in special aspects. Working in tandem with the General Manager, the Director may also contribute to other local events hosted by the District that involve El Dorado County, the Chamber of Commerce, and local civic organizations (i.e., Rotary) to augment services and a variety of year-round events (i.e., Little League, Fishing Derbies, or Saturday Evening Concerts in the Park).*

Additionally, the Director will have management responsibility to ensure safe work practices, work quality, and accuracy as well as coordinating ongoing safety training programs.

## Overview of the Director's Responsibilities *continued*

Other responsibilities of the Director of Parks and Recreation include:

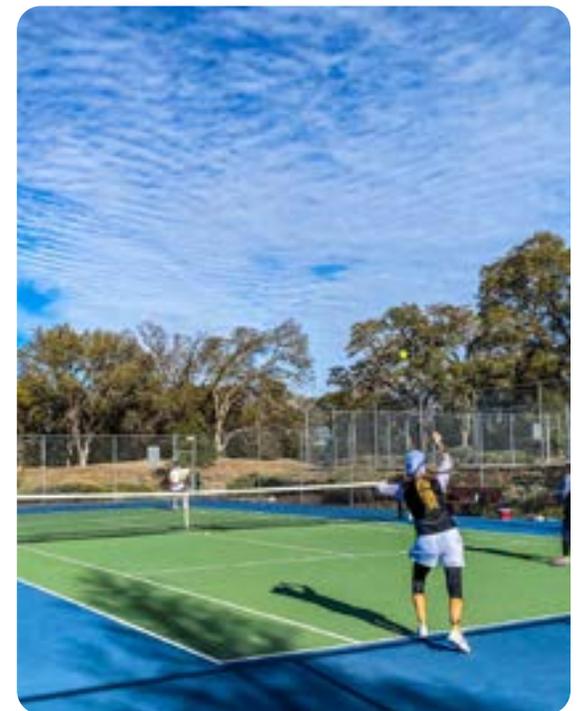
- Develop memorandums of understanding with community, school, and governmental organizations to facilitate use of facilities for recreation programs for approval.
- Assist with long range planning for recreational facilities based on participant needs and desires and community input.
- Provide leadership and supervision of all personnel matters including establishing performance goals for motivating and evaluating assigned personnel, necessary training, and disciplinary actions as needed.
- Develop, monitor, and administer the annual Parks and Recreation Department's budgets for all program areas.
- Research, and secure alternative funding sources including sponsorships and grants to support programs; oversee and administer all grants.
- Coordinate marketing collateral on District events and programs, promotional materials, and social media releases, District's Recreation Guide, e-Newsletter, and website content.
- Direct the procurement of equipment, materials, and services.
- Prepare work programs and estimates including developing short and long-range maintenance and cost schedules.
- Prepare and administer contractual agreements for repair and maintenance of facilities and evaluate contract renewal, changes and receive new bids through a competitive and transparent public bid process.
- Provide analysis, data, and research on park resources, local demographics, and public preferences including customer usage (parks, trails, open space, and other recreation areas) and collaborate with others to plan for growth and expansion.
- Develop, implement, monitor, and direct staff in the evaluation of the District's Best Practices Standards for design and maintenance; evaluate impact on District operations and recommend and implement procedural improvements.
- Assist with long range planning, including negotiation for District land acquisition and relevant land use development, oversee final contract documents, construction plans and specifications for capital improvement projects; advertise for public bid; prepare recommendation for Board approval.
- Respond to concerns from the community, contractors, vendors, and outside agencies; provide information to resolve public service or operational complaints within high-level customer service focus.
- Establish positive working relationships with representatives of community organizations, state and local agencies, District management, District staff and the public.

# Desired 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 and Experience:** Equivalent to graduation from a four (4) year college or university with major course work in parks and recreation, business or public administration, recreation administration, sports management, or a closely related field, and five (5) years of increasing responsibility and experience in the area(s) of parks, landscaping, assessment districts, construction and capital projects, and recreation administration, two (2) years of which should include a management capacity.

**Certification / License:** Certified Parks and Recreation Professional (CPRP) issued by the National Recreation & Park Association (NRPA) at time of application is preferred or the ability to obtain this level of achievement and recognition and professional stature at a future date.



[eldoradohillscsd.org](http://eldoradohillscsd.org)

# Compensation and Benefits

The annual salary for the Director of Parks and Recreation will be \$105,626 to \$125,561. Additional compensation based on achieving annual performance measures may be granted ranging from 2.5% to 5% based on the General Manager's full discretion. Additionally, as of July 1, 2021, 2% cost-of-living increase will be added to the noted salary range.

**Employment Agreement:** An at-will contract will be offered to the top candidate with an initial three-year term. While the Board of Directors will be required to approve the initial contract, the General Manager will be able to add an additional year, as needed, thus virtually extending the contract with each year moving forward. The employment agreement will include one month of severance for the first year, 6 weeks in Year 2, increasing to 8 weeks in Year 3.

**Moving and Temporary Housing:** Importantly, the District will include reasonable and mutually agreeable moving and temporary housing expenses for this position to further encourage candidates to participate on a national level.

Additionally, the EDHCSD offers an excellent benefits package including:

- Auto Allowance: \$400 per month.
- CalPERS Retirement: 2%@55 for Classic Members and 2%@62 for New Members as defined by PEPRRA. Employees are responsible for paying the employee portion of the CalPERS retirement contribution. The District **does** participate in Social Security including the mandated Medicare portion.
- Vacation, sick, and holiday leave.
- If electing benefits\*: up to \$1,830 per month (Employee with 2 or more dependents). Funds may be used for:
  - CalPERS medial insurance premiums;
  - Dental, Vision, and AFLAC premiums;
  - Deferred Compensation (No employer match and only those cafeteria funds not used for benefits);
  - Dependent care reimbursement; and/or
  - FSA qualified medical expense reimbursement.
  - *\*Cash in lieu if not electing benefits in the amount of \$300 per month with proof of comparable, full medical insurance through another source.*
- Life Insurance: Employer paid life insurance and AD&D policies – \$100,000.

Further details on compensation and benefits may be obtained through Ralph Andersen & Associates.

## To Be Considered

This is a **confidential recruitment** and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references **will not** be contacted until mutual interest has been established. Candidates are encouraged to **apply immediately as this is a continuous recruitment**. Interested parties should submit a compelling cover letter and comprehensive resume to [apply@ralphandersen.com](mailto:apply@ralphandersen.com). Review of resumes will be throughout the search process and a short-list will be developed prior to mid or end of May 2021. This position will formally close once a slate of highly qualified applicants is received.

The General Manager, as the hiring authority, will review a select group of highly qualified individuals based on submitted documentation. Invitations will then be extended to the top tier of candidates (4 to 6 individuals) to be further evaluated by a series of interviews. Panel (video) interviews will be conducted during late May or early June. It is anticipated that the newly selected Director of Parks and Recreation will join the El Dorado Hills Community Services District in mid-to-late July 2021 or at a mutually agreeable date.

Confidential inquiries are strongly encouraged and welcomed to Heather Renschler at (916) 630-4900.



***El Dorado Hills Community Services District celebrates  
and embraces diversity in the workplace.***