



The Coalinga-Huron Recreation & Park District

Seeks a highly motivated, qualified,
experienced and innovative
professional to serve as its next...

General Manager





agriculture-related industry. The District is also located about three hours from both Los Angeles and San Francisco and lies within 3-5 hours driving distance to Pismo Beach, Morro Bay, Monterey, Sequoia-Kings Canyon National Park.

Coalinga provides a range of services with a full-service medical center, West Hills College, library, and a new municipal airport. The District is served by the Coalinga-Huron Unified School District providing an outstanding educational curriculum to its 4,413 students, kindergarten through twelfth grade.

The city has experienced recent housing development, new commercial development, and new employment opportunities.

The District is responsible for the maintenance and operation related to special events, sports, and recreation programming for youth and adults that takes place in over 50 acres of parks, two community centers, one fitness center, one senior center, and two community pools.

The Community

The District, formed in 1972, is located in Fresno County, California and encompasses approximately 1100 square miles. It includes two attractive and friendly communities, the cities of Coalinga and Huron. Nestled in Pleasant Valley at the eastern edge of California's Coastal Mountain Range and surrounded by hills and ranches, Coalinga is 12 miles west

of Interstate 5 (I-5) and 65 miles southwest of Fresno. Coalinga is a full-service city providing services to 12,200 residents.

The city celebrated its 100th birthday in 2006. Huron is located just nine miles east of Interstate 5 (I-5) and three miles south of Highway 198. Over 6,500 residents call Huron home and the local economy is primarily based in rich, bountiful agriculture and

THE POSITION

We have an immediate opening for a General Manager. Our foundation of successful District operations combined with ambitious growth to our current offerings makes this a truly challenging and rewarding opportunity for an experienced parks and recreation professional. The General Manager is considered to be the

executive officer for the Coalinga-Huron Recreation and Park District and reports directly to a five-member Board of Directors elected by its community. The General Manager under Board direction, coordinates the management of the District's parks and recreation activities through a team of ten full time staff. The General Manager is responsible for specific duties that typically

Include: planning, implementing and managing a comprehensive recreation, parks/facility maintenance and recreational services program; grant writing and grant funding administration for various District programs, projects, and activities; oversight and direction to District staff; representing the District before the public, community groups, and other public and governmental agencies; developing and administering the District's capital/operating budgets which total \$1.5 million.

ESSENTIAL DUTIES

The General Manager will be expected to:

- Plan, organize, direct, promote, and evaluate the District's recreational, cultural, and community services programs and activities
- Directs the job assignment, related training, and supervision of full time staff.
- Plan, design, implement, and review District's short/long term goals and priorities
- Procure additional funding for capital projects/programs through grant writing, and efficiently administer existing and future grant funded programs/projects
- Responsible for the fiscal accountability, development, and administration of the District budget and for preparing monthly/quarterly/annual budget reports to the Board
- Perform periodic review and formulation of District rules, general procedures & policies, user fees, and facility use policies for the purpose of recommending appropriate changes and establishing efficient and responsible operation of the District
- Act as liaison to local government agencies and organizations.
- Provide management oversight related to the Scope-of-Work for various consultant contracts

CANDIDATE PROFILE

- * Has strong inter-personal skills
- * Has an admirable work ethic
- * Has high technical competency
- * Is team oriented and a team builder
- * Is an open, honest, and effective communicator both orally and in writing
- * Has the ability to be a visionary
- * Has strong collaborative skills



POSITION REQUIEMENTS

- * A Bachelor's degree in Recreation Management, Business, or Public Administration, or a related field from an accredited College or University;
- * A minimum of four (4) years of progressively responsible managerial and administrative professional parks & recreation or related experience with at least three (3) years of that experience in managerial positions;
- * Exceptional verbal and written communication skills;
- * Demonstrated experience in program planning, administration policy development, administration budgeting practices, budget a management, project planning and the development and/or implementation of long range plans;
- * Documented experience in grant writing, grant procurement, and grant administration;
- * A valid California Driver's License and good driving record;
- * District residency preferred per negotiation with District Board of Directors

Compensation and Benefits

The annual salary range for the position is \$73,500 - \$87,500.

- \$650 District paid cafeteria benefit program that provides for the following

PERS (Public Employees Retirement System - 2% of salary)
\$10,000 Life Insurance Premium
Medical and Dental Premiums

(Conversion of any unused benefit charges can be taken in form of compensation or can be redirected to the District's 457 Deferred Compensation Plan).

Additional Benefits:

- 457 Deferred Compensation Plan (optional benefit)
- PERS (Public Employees Retirement System - 5% of salary)
- 136 hours of annual leave
- 12 days of annual sick leave
- 11 paid holidays
- District paid Fitness Center membership
- The District participates in Social Security
- District Vehicle provided to keep at residence for related District business - (District residency required - all maintenance and fuel costs paid by District)



APPLICATION PROCESS

The position is open until filled however, the **first round process filing deadline** is **January 2, 2012**. Following the first round review date, applications will be screened in relation to the criteria outlined in this brochure. Those deemed qualified will be referred to the hiring authority for further consideration. Final interviews will be scheduled at the Coalinga-Huron Recreation and park District Office in Coalinga to those candidates named as finalists. After the conclusion of the first round process, a determination will be made by the hiring authority as to whether or not to proceed with the interview process of the second-round candidates. The same screening process will occur as identified above with a **final panel interview process for the most qualified finalist's anticipated to be scheduled in mid January, 2012**.

Qualified candidates, please submit 2 copies of the following for consideration:

- Cover letter
- Completed Coalinga-Huron Recreation and Park District application
- Supplemental questionnaire
- Resume
- Three (3) work related references to:

Diane Willis
Coalinga-Huron Recreation and Park District
P.O. Box 386
Coalinga, CA 93210

Complete packet may be hand delivered to:

Diane Willis
Coalinga-Huron Recreation and Park District
555 Monroe Street
Coalinga, CA 93210

ALL APPLICATION PACKETS DUE BY 5 PM, JANUARY 2, 2012.

TO OBTAIN AN APPLICATION AND THE SUPPLEMENTAL QUESTIONNAIRE:

Please visit the Coalinga-Huron Recreation and Park District's
Web site: www.chrpd.org

or call the Coalinga-Huron Recreation and Park District Office at 559-935-027.

The Applicant selected as a finalist for this position will be subject to a criminal history/credit/drivers license check and District paid physical/drug testing before an offer of employment is negotiated.

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