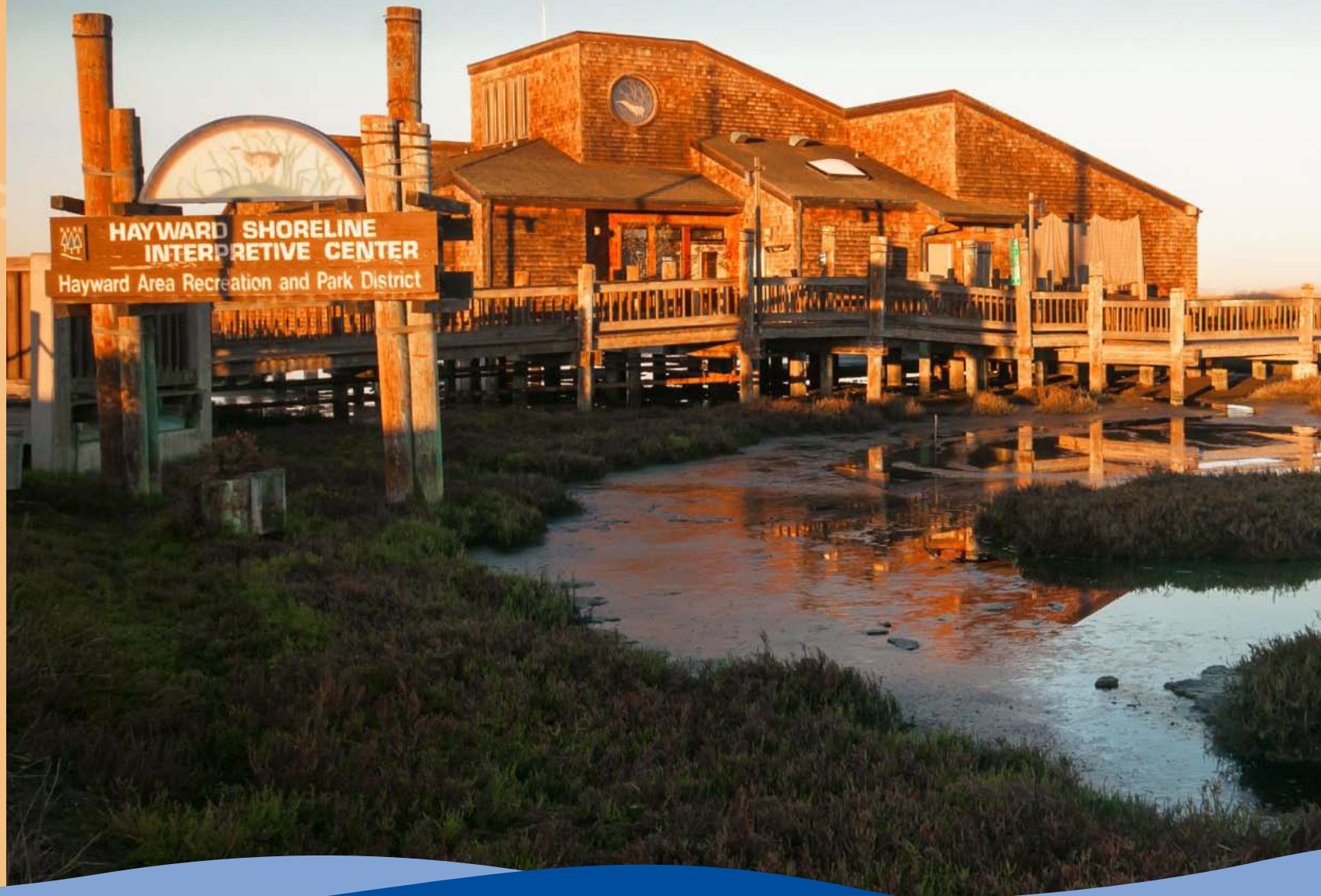


Administrative Services Director

HAYWARD AREA RECREATION & PARK DISTRICT, CALIFORNIA



THE DISTRICT

The Hayward Area Recreation and Park District, known locally as “HARD” is an independent special district created in 1944 by public vote to provide park and recreation services. Located in Alameda County 25 miles southeast of San Francisco, the District encompasses over 100 square-miles, and serves 290,000 residents in the City of Hayward and the unincorporated communities of Ashland, Castro Valley, Cherryland, Fairview and San Lorenzo.

The jurisdictions contained within the District are a diverse group of urban and suburban areas. The central part of the District is highly urbanized, represented by the communities along Highway 580 and Highway 880 corridors. Many of these communities are nearly built out and/or experiencing redevelopment. The west District boundary is comprised of a large area of relatively undeveloped Bay shoreline, flanked on its eastern edge by large-tract industrial uses. To the east, the District boundaries extend well into the hills north of Castro Valley, the Hayward Hills and the Palomares Hills. An extensive network of freeways and bus lines, as well as three Bay Area Rapid Transit (BART) stations (Hayward, South Hayward, and Castro Valley), and an Amtrak station serve the District.

Since its creation, the District has provided residents with numerous 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. Today, HARD has become the largest recreation district in California with over 140 parks and facilities.

The District operates under the Board/Manager form of government, with five Board Members directly elected for alternating four-year terms. The Board establishes policy for the District and appoints the General Manager who is responsible for carrying out those policies.

HARD provides services through 120 full time staff members within an overall operating budget of \$30.5 million for Fiscal Year 2017-18. In November 2016 voters of the District overwhelmingly passed Measure F1 for H.A.R.D. Clean, Safe and Local Parks to issue \$250 million in General Obligation Bonds for park and facility improvements.

For more information about the Hayward Area Recreation District, please visit www.haywardrec.org

THE DEPARTMENT

The Administrative Services Department is a newly created department consisting of the Finance and Accounting Division as well as the Information

Technology Division. These divisions previously reported to the General Manager.

THE POSITION

The Administrative Services Director is an at-will, FLSA exempt management position.

Reporting directly to General Manager Paul McCreary, and supervising a staff of 11, the Administrative Services Director will direct, plan, organize, and administer the activities and operations of the Administrative Services Department that is comprised of the Finance/Accounting Division (budget, payroll, accounts payable/receivable, auditing and treasury functions) as well as the Information Technology Division. The Director will also coordinate department activities with other District departments and outside agencies, be the General Manager's right hand in labor negotiations, and provide highly responsible and complex administrative assistance to the General Manager and management team.

Short term priorities include developing a departmental team and customer-focused culture, transition to a new Payroll/HR software, work collaboratively with Capital Planning and Development Director on startup of Capital Improvement Plans and Bond programs, development of an IT Master Plan, and working with the Recreation Superintendent to develop a Cost Recovery and Pricing Policy with accounting systems to track direct and indirect costs for programs and facilities to name a few.

THE IDEAL CANDIDATE

This is an exciting time for the District as it grows into the future. The ideal candidate for the Administrative Services Director position will be an engaging, solution oriented Director with demonstrated experience in municipal finance, accounting, and information technology functions. The new Director will also have strong leadership skills as demonstrated through team and organizational development as well as being able and willing to work with a high level of independence while applying a high standard of professional ethics to their decision making.

The person selected for this position must possess a high degree of knowledge regarding municipal type services, operations, and processes and will have the ability to anticipate issues, identify alternate courses of action, and prepare proactive recommendations for consideration by the General Manager, management team, Board of Directors, and the citizens of the District. Excellent communication skills, both oral and written, administrative expertise, supervisory experience, the ability to work collaboratively with

the existing management team, and an appropriate sense of humor are all strongly desired attributes of the next Director.

Being able to bring people together and solve problems creatively is another skill set that is highly desirable as is an approachable, friendly, open and participatory management philosophy that encourages interdepartmental cooperation, communication and productivity.

With the new GO Bond funding and the establishment of this new Director of Administrative Services position, it is natural to look at this opportunity as the “start-up” of a new way of doing business for the District. Open, participatory, collaborative, transparent, communicative and professional are all adjectives that describe what the District desires in their new Administrative Services Director.

A Bachelors degree in Finance, Public or Business Administration or a related field, and six years of professional experience in municipal finance management or administration with at least three years in a supervisory capacity, is required. A Masters degree and/or CPA designation is desirable.

THE COMPENSATION

HARD offers a competitive salary and benefits program. The annual salary range for this position is \$139,200 to \$169,200 and appointment will be made depending on the



experience and qualifications of the selected candidate. In addition, HARD offers an attractive benefits package that includes:

- Ten (10) working days paid vacation each year; fifteen (15) days after five (5) years of service; and twenty (20) days after thirteen (13) years of service.
- Fourteen (14) paid holidays a year.
- Sick leave is accrued at the rate of one (1) day per month.
- Choice of three (3) health plans for employees and their dependents, most, if not all of which is paid for by the District. The medical plan design offered to employees is a \$15 HMO Plan or High Deductible PPO Plan. Employees may elect coverage provided through one of the two medical carriers, United Healthcare HMO or PPO, or Kaiser Permanente HMO (family rate fully funded by the District).
- Comprehensive dental plan for employees and their dependents paid by the District.
- Vision care reimbursement benefit of \$375.

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- Deferred Compensation Plan available, employee funded.
- Employee Credit Union services.
- Educational Tuition Reimbursement.
- Employee Assistance Program.
- Post employment healthcare plan contribution of 2.5% of base salary paid by District.
- State Disability, employee funded.
- Flexible Spending Accounts for Health and Child Care, employee funded.

SEARCH SCHEDULE

Filing Deadline..... September 5, 2017

Preliminary Interviews.....
..... September 11 through September 21, 2017

Recommendation of Candidates..... September 26, 2017

Finalist Interview Process October 13, 2017

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

- Social Security paid for by District and employee.
- Public Employees Retirement System 2% at 62 for new hires; 2% at 60 for new employees hired after January 1, 2013 that are already members of CalPERS.
- Long Term Disability Plan paid by District.
- Life Insurance policy (\$40,000) paid by District.



THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please send your resume and cover letter electronically to:

Peckham & McKenney
apply@peckhamandmckenney.com

Please do not hesitate to contact Phil McKenney toll-free at (866) 912-1919 if you have any questions regarding this position or the recruitment process.



www.peckhamandmckenney.com