



RANCHO SANTA FE *Association*



invites applications for the position of

PARKS MANAGER

RECRUITING SERVICES PROVIDED BY

BH
Bob Hall & Associates

THE COMMUNITY

Rancho Santa Fe, located in San Diego County, has a rich history, and was established in 1928 as a country residential community with an emphasis on agriculture and on preserving the rural landscapes.

Today, Rancho Santa Fe encompasses roughly 10 square miles and is home to about 4,300 residents. Near the center of the community is the Village of Rancho Santa Fe with shops, restaurants, other commercial businesses, and the historic Rancho Santa Fe Inn.

The Rancho Santa Fe School District campus is located adjacent to the Village. The Roger Row school, for elementary and middle school aged students, features a state-of-the-art campus, a performing arts center, classroom labs, and more.

The acclaimed and exclusive Rancho Santa Fe Golf Club is in the heart of the Ranch. Membership at the Max Behr-designed 6,700-yard par-72 private course and club is open to residents. Opening in 1929, the golf club served as the original site for 1930s-era clambakes hosted by Bing Crosby, and early resident of Rancho Santa Fe. The Rancho Santa Fe Tennis Club, established in 1962, features clinics, lessons, tournaments and play on 10 hard courts and 2 clay courts. The newest membership addition of pickleball has been extremely well received.

The landscape features a beautiful rolling and forested topography with spacious large-lot residences where the average parcel is more than 2 acres. Looping through the pristine countryside and alongside the golf course, a 60-mile private equestrian and hiking trail network runs throughout the community. The exclusive, secure, rural character of the landscape, combined with its proximity to the ocean or what set the Ranch apart as being a highly desirable place to live.

Preserving and maintaining the character of the community are of most important, as is the privacy, safety, and security of its residence. The Ranch has a full-time private security patrol and is served by the San Diego County Sheriff's Department and the California Highway Patrol.

THE ASSOCIATION

The Rancho Santa Fe Association manages the community of Rancho Santa Fe, one of the state's first planned developments. The Association was incorporated in July of 1927 as a California non-profit corporation for the purpose of managing the planned community of Rancho Santa Fe. Although technically a Homeowners Association, the Rancho Santa Fe Association functions very much like a small city with a building department, planning department, parks and recreation department, and 24-hour security services.

THE POSITION

Under the direction of the Association Assistant Manager, the Parks Manager plans, directs, organizes, and manages the Parks and Recreation department; develops department policies, procedures, goals, and budgets; interprets and applies existing policies and represents the department on issues concerning the various resources managed. Parks Manager is subject to call back to work at a short notice for emergency or other business necessities.

This is a single position management level classification reserved for the Parks and Recreation Department. The Parks Manager is responsible for the direction of the Parks and Recreation Department and shall exercise a broad range of authority over planning and execution of all functions central to the department's mission.

Responsibilities include supervision of Parks and Recreation team leaders and team members.



QUALIFICATIONS

EDUCATION: A Bachelor's degree from an accredited college or university with a major in park administration, urban forestry, environmental horticulture, landscape architecture or a closely related field is required.

EXPERIENCE: Six years of experience managing a parks department or landscape management/construction firm or closely related operation. Professional experience with entitlements or other related field will be considered.

LICENSE: Although not required, professional licenses or certifications are desirable.



DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed:

- Plans, schedules, directs, and coordinates the activities of the Parks and Recreation Department; develops and implements long-range plans, goals, policies and procedures for the department.
- Develops and monitors operating budgets for the department; manages sub-contractors and contract management.
- Coordinates activities of the department with the County of San Diego, Rancho Santa Fe Fire Protection District, RSF School District, RSF Irrigation District, and other agencies; meets with RSF Association Board of Directors, Trails and Recreation committee, Forest Health Committee, and other community groups to coordinate department projects.
- Assess and analyze landscape management of Association owned properties, open space, parks, trails, sports fields and right-of-ways along all County roads in the Covenant.
- Serves as project manager for special projects requiring experience and skills specializing in landscape construction and design.
- Management and oversight of the Osuna Ranch operations including staff and vendors.
- Management of building maintenance of RSF Association office and Parks and recreation maintenance shop and facility.
- Manage all fleet and equipment maintenance for RSF Association Administration and Parks and Recreation.
- Researches, analyzes and recommends options for addressing difficult, complex or sensitive issues, problems or projects.
- Oversee and supervise grounds maintenance workers, work schedules, training, hiring and firing personnel as well as project planning.
- Supervise, trains, disciplines, and evaluates assigned personnel; assists subordinate supervisory staff with personnel issues.
- Confer with and advise Association members and others of landscape standards and policies within the Ranch.
- Inspect and assess all Association facilities, property and right-of-way areas for required maintenance providing a high level of landscape standards and safety for the community.
- Assist and work closely with other departments within the Association to provide service to Association members.

IDEAL CANDIDATE

The Association is seeking a strong, energetic, team-oriented leader, who is hands-on and engaged that will be visible and accessible to a 15-person staff. The position requires someone who has broad experience, is a creative problem solver, and has a comfort with and a strong desire for interacting with employees, management staff, residents, and diverse stakeholders.

The ideal candidate has experience working with tree maintenance contracts, maintaining drainage and flood control channels. In addition, experience working with trail and park maintenance is highly preferred. Experience working with San Diego County staff/officials is a plus.

The candidate must have excellent critical thinking and analytical skills that will be able to address the situations unique to Rancho Santa Fe. The ideal candidate will be a team player who is able to work with Association leaders to present ideas toward progressive change that delivers measurable results in an expedient manner.

The ideal candidate will be an outstanding verbal and written communicator who exhibits a calm, even-keeled demeanor. The candidate will be familiar with and quick to implement Best Practice Management of park land, urban forest, and native habitat areas and is well versed in occupational hazards, safety regulations, and professional maintenance practices associated with parks, trees, sports fields, trails, irrigation systems and facilities.

APPLICATION AND SELECTION PROCESS

OPEN UNTIL FILLED

FIRST REVIEW DATE: MAY 13, 2022



To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume electronically to apply@bobhallandassociates.com.

Please contact Bob Hall at (714) 309-9104 should you have any questions regarding this position or the recruitment process.

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include phone interviews with the most qualified candidates, panel interview, and final interview with the Board and Association Manager. Appointment is subject to completion of a thorough background and reference checks, and pre-employment medical exam.

SALARY & BENEFITS

Salary: \$75,000 - \$120,000 annually

Work Schedule: 9/80 schedule

Medical Insurance: Three plans to choose from, an HMO offered through Kaiser, an HMO plan or a PPO plan offered through Anthem Blue Cross.

Dental Insurance: Two plans to choose from, an HMO or PPO offered through Anthem Blue Cross.

Vision: Offered through Anthem Blue Cross.

Holidays: 11 Holidays.

Vacation/Sick Policy: Employees will begin to accrue vacation, on a pro rata basis, after 90 days of employment. 90 days to 1 year of employment, you will accrue 1.5 weeks of vacation. Upon 1st year anniversary through 5th year anniversary, you will accrue 2 weeks of vacation. In accordance with Association's vacation policy, Employees will also receive 7 sick days (56 hours) after 90 days of employment.

Life & Accidental Death and Dismemberment Insurance: 3% annual salary per employee, offered through Anthem Blue Cross.

401k Plan: 401k plans offered on the first of the quarter following 3 months of employment. 401k match of 4% and Safe Harbor contribution of 3%.

