The ideal candidate will bring a passion for service and enjoy working with other department heads, various community groups, stakeholders and city commissions. Skilled in the preparation of budgets and staff reports, the Director will lead the department in making presentations to the City Council and others. This position requires at least five years' experience directing community services operations and programming including four years of supervisory experience. In addition, the equivalent of a Bachelor's Degree from an accredited college or university with major coursework in recreation administration, physical education, public administration, business administration or a related field is required. A Master's Degree is desirable but not required.

The Compensation

The City of San Juan Capistrano is offering a competitive salary range of $133,152 - $161,856 per year. This salary will increase by 3.5% on July 1, 2020. In addition, the following benefits are also provided:

- OCERS Pension — San Juan Capistrano is the only City in Orange County providing retirement benefits through the Orange County Employees Retirement System (OCERS). OCERS has reciprocity with CalPERS, an attractive benefit for active CalPERS members. Employees pay the full employee portion, based on age of entry. 2% @ 57 for Legacy/Classic Members.
- Administrative Leave — 80 hours per year.
- Auto Allowance — $225/month.
- Cell Phone — $80/month.
- Holidays — 11 City-recognized + 20 hours of Floating Holiday per year.
- Medical — CalPERS Medical - Depending on plan selected, City currently pays all costs for employee and dependents.
- Sick Leave — 96 hours per year.
- Vacation — 184 hours per year, no cap.
- Life Insurance — Two times annual salary + $20,000.

9/80 Work Schedule.

Search Schedule

The Recruitment Process

To apply for this exciting career opportunity, please visit our website: Peckham & McKenney www@peckhamandmckenney.com

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

Filing deadline: ..................................March 27, 2020

Your resume will be acknowledged within two business days by our Team at Peckham & McKenney.

All resumes will be provided to the City of San Juan Capistrano for the completion of the screening and interview process.

Community Services Director
City of San Juan Capistrano, California
The Opportunity
Interested in being part of a dynamic, collaborative organization in one of Southern California’s most historic and picturesque communities? If so, we have a special career opportunity to join the San Juan Capistrano Executive Team as the Community Services Director. This position will lead a team of experienced professionals during a time of increasing investment in park facilities and high-quality recreation programming.

The Community
The City of San Juan Capistrano, population 34,939, is a vibrant and diverse community with an engaged citizenry located in desirable southern Orange County. Midway between Los Angeles and San Diego, the City of San Juan Capistrano is situated within 14.4 square miles and has the benefit of a true central, historic downtown. Among the many points of interest, all within walking distance, are a turn of the century railroad depot, the Mission, the Los Rios Historic District, Camino Real Playhouse, and numerous shops and restaurants.

Founded in 1776 by Father Junipero Serra as the site of the historic Mission San Juan Capistrano, the City is renowned as the place the swallows return annually in March from their winter in Argentina. The Mission is one of California’s earliest and sits at the heart of the downtown. The community hosts more than 300,000 visitors annually.

San Juan Capistrano is predominately residential with a mix of commercial, industrial, agricultural, and tourist-oriented uses. Housing varies from elegant hillside estates to historic adobes, and the mild, coastal valley climate has an average temperature of 73 degrees.

San Juan Capistrano has a strong community value system embodied in its General Plan, and the underlying philosophy of the City is to improve and maintain the quality of life for residents while preserving and enhancing its historic character. High development standards, ridgeline protection and open space, and historic preservation further enhance this village-like setting.

To learn more about the City of San Juan Capistrano, please visit www.sanjuancapistrano.org.

The Organization
The municipal government of San Juan Capistrano was incorporated in 1961 and operates under a Council/Manager form of government. The City Council appoints the City Manager, who oversees Financial Services, Community Services, Development Services, Public Works, and Utilities. The City contracts with the Orange County Sheriff’s Department for police services, and the Orange County Fire Authority provides fire protection services. In order to promote a longer view of resource allocation and in the interest of operational efficiency, the City adopts a two-year budget and a seven-year Capital Improvement Program (CIP). The City employs 90 full- and part-time employees.

The Department
The Community Services Department is comprised of the Director, Senior Citizen Program Coordinator, two Community Services Coordinators, an Administrative Coordinator, and an Office Specialist, all of which are full-time staff. The department also has eight part-time staff that oversee the evening and weekend activities related to the City’s approximately 75 acres of parkland found within 20+ City parks. The department has a $2.2 million annual operating budget.

The Community Services Department is responsible for the development and delivery of the comprehensive leisure/human services including community enrichment programs. The department oversees public and group use of many City facilities including the very active Community Center, City Gymnasium, Sports Park, other athletic field parks, Historic Town Center Park, Los Rios Park, Community Gardens, La Sala Auditorium and Courtyard, City rental park sites and Reata Park and Event Center.

The Position
The Community Services Director is a key member of the City’s Executive Team.

The ideal candidate has been described as an engaged “working manager” and strong leader who will have a passion for the delivery of high-quality services. The Director will have the ability to review and assess current and future operations and staffing needs in order to enhance customer service and collaboration with other City departments.

The new Community Services Director will be “front and center” on a variety of exciting community-related projects including:

• A proposed skate park, currently in the planning phase;
• A passive open space park, currently in the implementation phase, dedicated to honoring the indigenous people of the community; and
• Partnering with the equestrian community to expand community use of the renowned, City-owned Rancho Mission Viejo Riding Park at San Juan Capistrano.
The Compensation
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