



City of Inglewood



**Parks, Recreation and
Community Services Director**

THE COMMUNITY

The City of Inglewood is a re-emerging, culturally diverse, vibrant community of approximately 104,000 residents (2022 U.S. Census) nestled between the energetic West Los Angeles and the sun-drenched South Bay. Commonly known as the gateway to Los Angeles International Airport(LAX), the City of Inglewood is ideally situated to provide easy access to the entire Los Angeles basin.

One of Inglewood's best-kept secrets is its beautifully landscaped neighborhoods and quality housing. The city also has over 100 acres of parks, excellent recreational facilities, and a modern Civic Center. Inglewood is home to the Los Angeles Rams, Los Angeles Chargers, state of the art SOFI stadium, and future home to the Los Angeles Clippers, Intuit Dome to open in late 2024, the Kia Forum, the YouTube theatre, the Hollywood Park Casino, and numerous eateries.

In 2009, Inglewood was selected as an All-American City for its community-based approach to crime reduction and anti-drug efforts; this award reflects the City's strong tradition of a stable, progressive government. Inglewood's current success builds upon a rich history and a diverse community that can adapt to take advantage of new opportunities.



THE ORGANIZATION

Incorporated in 1908, Inglewood is a Charter City that operates under the Council-Manager form of government, with a general fund budget of \$189,494,516 and an all-funds budget of \$382,914,441. Inglewood is a full-service city. There are four elected Council Members representing each council district and a Mayor elected at-large. All members serve staggered, four-year terms. The City Clerk and the City Treasurer are also elected positions, while the City Attorney and the City Manager are appointed by and report to the City Council. Inglewood's organization includes City Administration; the City Attorney's Office; the City Clerk's Office; the City Treasurer; and the Departments of Economic and Community Development; Finance; Police Services; Information Technology and Communications; Human Resources; Public Works; Parks and Recreation; Residential Sound Insulation; Section 8 and Affordable Housing & CDBG; Successor Agency; Housing Protection; Library Services; Parking and Traffic.



PARKS, RECREATION AND COMMUNITY SERVICES DIRECTOR

THE PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT

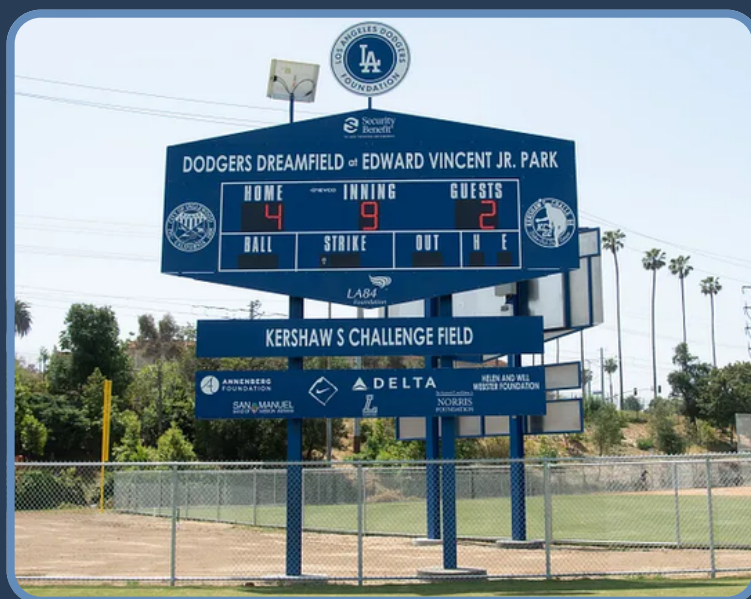
The Parks, Recreation and Community Services Department is charged with enhancing the quality of life for Inglewood residents, businesses and visitors by providing comprehensive recreational, social and community beautification services and programs. The Department consists of four Divisions - Parks, Recreation and Cultural, Human Services and Library Services - with the following goals:

- Expand opportunities for cultural enrichment.
- Maintain a high level of service and maintenance in City parks, parkways, center medians, islands, alleys and trees on City property.
- Promote broad access to parks, recreational, and library facilities.
- Promote community beautification and foster neighborhood preservation through responsive and professional anti-graffiti activities.
- Provide comprehensive recreational and community service programs for youth, families and senior citizens.



POSITION

The position of Parks and Recreation Director is a leadership role responsible for overseeing the planning, coordination and execution of a variety of cultural and special events within the community. The director is also tasked with ensuring the effective planning, development, and implementation of park facilities to meet the needs of the community and enhance the overall quality of life.



PARKS, RECREATION AND COMMUNITY SERVICES DIRECTOR

RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- Establishes and maintains direction and regulation over City parks, recreational programs, recreation facilities, human services, and community beautification services for the City;
- Researches, identifies, analyzes, and implements strategic planning and decision making to maximize resources;
- Directs the operation, maintenance, long-range planning, and fiscal management of parks, recreation and human service, and library services divisions;
- Enforces City policies and procedures for parks, recreation, and community services personnel/staff;
- Assists staff in the development and provision of recreational programs, human services and maintenance, senior citizen programs, food and transportation services, graffiti abatement, and library services;
- Directs, manages, supervises, monitors, and evaluates day-to-day office operations and assigned staff;
- Attends departmental meetings and community presentations;
- Prepares and recommends special project reports for grant opportunities;
- Plans, develops, presents, and reviews department budget impacts.



KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

- Knowledge of and skilled in interpreting applicable City, county, state, and Federal statutes, rules, ordinances, codes, regulations, and other governing rules and regulations, quality management/ supervision principles, long and short-range planning and budgetary projection techniques and concepts, and park, recreation, human services activities and programs
- Skilled in analyzing, identifying, and implementing plans and solutions to complex problems, scheduling, assigning, reviewing, and evaluating work, assessing and prioritizing multiple tasks, projects, and demands, working within deadlines to complete projects and assignments, and in establishing and maintaining effective working relationships with all customers
- Ability to: exercise sound judgment in performing essential duties, effectively problem-solve day-to-day program-related needs, issues, and concerns; prioritize, delegate, and monitor staff work assignments; prepare well-organized and accurate documents such as reports, memos, and correspondence; synthesize ideas and factual information into clear and logical written statements; demonstrate fiscal responsibility in decision making;
- Proficient in using work-related computer applications, including e-mail, word processing, spreadsheets, databases, the internet, and other electronic devices to perform essential job duties.

MINIMUM QUALIFICATIONS

Bachelor's degree from four years accredited college or university in Human Services, Public Administration, Management or related field, AND seven to ten years of progressively responsible experience managing one or more programs in parks, recreation, human services, and community beautification services or an equivalent of education and experience as determined by the hiring authority in combination with the Human Resources Department. Must possess at the time of application and maintain a valid California Driver's License.



COMPENSATION AND BENEFITS

The salary for the Parks, Recreation, and Community Services Director ranges from \$156,111- \$221,147 annually (DOQ). The City of Inglewood also offers an attractive benefits package which includes:

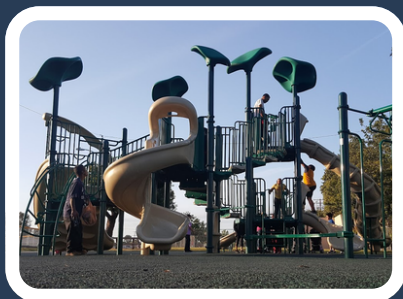
- **Retirement** – CalPERS (California Public Employees' Retirement System) with a pension formula of 2.5% @ 55 (for Classic CalPERS members) and 2% @ 62 for new CalPERS members. Classic Employees contribute 8% of pre-tax wages plus 2 points of the employer cost. The City of Inglewood does not participate in Social Security.
- **Health** – The City of Inglewood pays 95% for the cost of employee and eligible dependent coverage at the Kaiser rate.
- **Dental** – The City of Inglewood pays for 100% of dental premiums for employees and eligible dependents.
- **Vision** – The City of Inglewood pays for 100% for employees and eligible dependents.
- **PTO Leave** – Accrual of PTO is based on years of service. PTO leave will accrue to a maximum of 400 hours.
- **Paid holidays** – 13 holidays per year
- **Administrative Leave** – 123 hours of PTO leave in lieu of administrative leave.
- **Deferred Compensation** – 4% City contribution to a 401(a) plan, and an employee 4% contribution.

APPLICATION PROCESS

The application process begins with an application review to ensure that all applicants meet the minimum requirements for the job classification. Depending on the number of qualified applications received, only those deemed most qualified shall be invited to participate in the examination for this recruitment.

The examination shall consist of a Qualifications Appraisal Interview (QAI) with a panel of subject matter experts. Candidates must pass the QAI test part with a score of 70% or higher to have his/her name placed on the active eligibility list for this position. The Hiring Authority for this position will interview the top three scorers from this exam for the position. The eligibility list shall be used to fill future vacancies in the classification for one year or until the list is exhausted with less than three candidates.

Applications will be accepted online at www.Cityofinglewood.org/jobs.aspx through **February 19, 2024, at 5:00 p.m.** Education requirements must be submitted in a PDF format via EMAIL to human_resources@cityofinglewood.org SUBJECT: Your Name | Position Title. Resumes are accepted but not in place of the official city employment application.



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