



City of El Segundo



RECREATION MANAGER

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APPLICATIONS MAY BE FILED ONLINE AT: <http://www.elsegundo.org>

Community:

The City of El Segundo is ideally located on the Santa Monica Bay encompassing over five square miles, spanning from Los Angeles International Airport on the north, the City of Manhattan Beach on the south, the Pacific Ocean on the west and the unincorporated area of Del Aire and City of Hawthorne east of Aviation Boulevard. This beachside gem is quickly earning a reputation as a unique corner of Southern California. With a friendly, small-town charm and an ever-growing community of diverse businesses, El Segundo is a thriving coastal community and 5.5 square mile economic powerhouse.

A small group of representatives from Standard Oil Company in the early 20th century was the impetus behind the founding of the City. El Segundo is Spanish for "the second" which was the name given to the community when then Standard Oil built its second California oil refinery here in 1911. Since its incorporation on January 18, 1917, the City has evolved from a working-class refinery town on the edge of Los Angeles to one of California's most dynamic and diversified economic engines. Today El Segundo is renowned for its quaint small-town atmosphere surrounded by a thriving business environment that caters to some of the nation's most prestigious corporations.

The City's population is just under 17,000, which has enabled the community to preserve its small-town intimacy and charm. As a regional center for commerce, El Segundo's daytime working population exceeds 75,000 with additional visitors staying at the City's 15 hotels. A high concentration of Fortune 500 companies such as AT&T, Gilead (Kite Pharma), Mattel, Northrop Grumman, Boeing, and Raytheon as well as entertainment, media, medical, professional sports franchises, financial, and aerospace organizations such as the Los Angeles Lakers, Los Angeles Kings, Los Angeles Times, and Los Angeles Air Force Base call El Segundo home.

Experiencing tremendous economic growth and evolution over the past several years, the City has many diverse business including Top Golf, Space Force, L'Oréal Cosmetics, Belkin International, NantStudios, and Beyond Meat, Rare Beauty, and the Los Angeles Chargers headquarters and training facility. Throughout the region, El Segundo is known for its pro-business attitude and has been recognized three times by the Los Angeles Economic Development Corporation as the "Most Business-Friendly City in Los Angeles County."

Organization:

El Segundo is a General Law city that operates under the Council-Manager form of government. The City is governed by a five-member City Council elected at large, on a non-partisan basis, to four-year overlapping terms. The position of Mayor is selected by Council Members and serves a two-year term. The City Manager is appointed by the City Council to serve as the organization's CEO. The City delivers a comprehensive range of municipal services through nine major departments (including police and fire) with approximately 412 full-time equivalent employees and a total budget of approximately \$196 million.



The Department of Recreation, Parks and Library prides itself on enriching the lives of the residents of El Segundo by means of recreation programming, beautiful parks, aquatics facilities and sports fields, and Library services. The Department has three divisions including Recreation, Park Maintenance and Library . The staff team includes over 20 fulltime staff and 150 part time staff who work collaboratively to carry out the priorities of the City Council. The Department is currently on the cusp of two exciting capital improvement projects including the renovation of the City's historic indoor aquatic facility, the Plunge, and also the renovation of multiple amenities within Recreation Park.

The Position and Ideal Candidate:

The Recreation Manager provides high level support to the Department Director and acts a liaison to the Recreation and Parks Commission while also working with other advisory committees. The ideal candidate will be a seasoned recreation professional who leads with confidence and establishes a team-work environment that encourages strategic thinking and a sense of stewardship to both internal and external colleagues. A passion for working with others and serving the community is essential for the best candidate for this position.

Under general direction, plans and manages the development, operation and evaluation of the City's recreation, senior services, and cultural programs, facilities, and personnel; provides highly responsible and professional staff assistance to the Recreation, Parks, and Library Director.

Qualification Guidelines:

Education: Equivalent to a Bachelor's degree (120 units) in Recreation, Public Administration, or a directly related field.

Experience: Five (5) years of progressively responsible full-time supervisory experience in recreation program area(s), or an equivalent combination of education and experience.

License/Certificates: Due to the performance of some field duties which require the operation of a personal or City vehicle, valid and appropriate California driver's license and acceptable driving record are required.



Compensation and Benefits

The salary for this position is \$9,854.65 to \$12,535.11 per month with placement in the range dependent on qualifications. The Recreation Manager is a full-time at-will position in the City's Management and Confidential Group (unrepresented employee group) with the following benefits package:

9/80 Work Schedule: Full-time employees work 80 hours in 9 days and receive every other Friday off. City Hall hours are 7:00 a.m. to 5:00 p.m.

Retirement: California Public Employee Retirement System (CalPERS) plan which offers reciprocity between agencies. Classic Tier II employees, who have been in the CalPERS system and are new to the City of El Segundo, will receive 2%@60 formula. Employees new to the City and CalPERS, and do not belong to a reciprocal agency of CalPERS, will receive the PEPR formula of 2%@62. Classic employees are required to contribute 8% of pensionable income towards their retirement benefit; PEPR employees are required to contribute 6.75%.

Social Security & Medicare: The City of El Segundo participates in Social Security. The City matches the employee contribution which is 6.2% of salary. Federal mandate requires all employees hired or rehired by any government agency on or after April 1, 1986 to participate in Medicare. The City matches the employee's Medicare contribution, which is 1.45% of salary.

Health Benefits: CalPERS medical, MetLife Dental and VSP plans are offered. A monthly contribution of \$1,750 is provided (\$932 per month for medical and \$818 per month in flex dollars). Flex dollars may be used towards medical premiums or deferred compensation. There is no cash back for unused flex dollars.

Leave Benefits: Vacation Leave is earned at a rate of 4.15 hours per pay period. Accrual is based on total time worked in a CalPERS agency or comparable agency. Sick Leave is earned at 8 hours per month.

Administration Leave: Administration leave up to 56 hours per calendar year. There is no cash value to this leave.

Personal Leave: Each employee who has completed six (6) months of service receive one (1) day per calendar year.

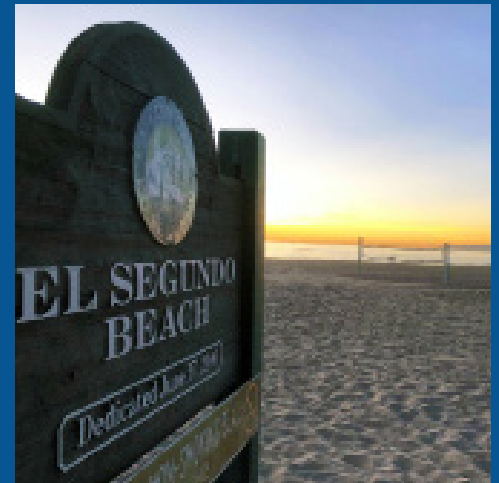
Holidays: Twelve (12) paid holidays including one floating holiday which is added to your leave bank on January 1 every year.

Cell Phone: City phone provided.

Life Insurance: City paid policy of \$50,000.

Flexible Spending and Dependent Care Accounts: Optional participation.

Section 457 Deferred Compensation Plan: Optional participation in Mission Square plan.



APPLICATIONS AND SELECTION PROCESS

To apply online and view the complete description of characteristic duties and responsibilities, please visit www.elsegundo.org. This recruitment requires that a cover letter addressing your professional recreation experience and resume be uploaded with the application to be considered complete. This recruitment is open on a continuous basis with the first review of applications on Monday, February 12, 2024 at 5 p.m. Applicants appearing best qualified based upon a review of the application materials will be invited to participate in an interview. Applications received after February 12, 2024, may not be considered. Applicants are encouraged to apply immediately as this recruitment may close at any time. Interviews are tentatively scheduled for February 21, 2024.

The City of El Segundo is an Equal Opportunity Employer, committed to supporting Diversity, Equity, and Inclusion initiatives to build and sustain an environment that values diversity, welcomes opportunities to engage and understand others, and fosters a sense of belonging.